CommunityNet
CONNECTING SASKATCHEWAN

Saskatchewan
Learning

SCN

E-Learning Satellite Network
Distance Learning
Site Coordinators' Guide
2007 - 2008

Network Services
Curriculum & E-Learning
Saskatchewan Learning
3rd Floor, 2220 College Avenue
REGINA SK S4P 4V9
Phone: 306.787.8123
Fax: 306.787.6054
Email: elearning.networkservices@sasked.gov.sk.ca

2008-05051/

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SCN
EXTENDING HORIZONS

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Saskatchewan Learning
3rd Floor, 2220 College Avenue
REGINA SK S4P 4V9
Phone: 306.787.8123
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Email: elearning.networkservices@sasked.gov.sk.ca
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Welcome to Saskatchewan's E-Learning Network!

Saskatchewan's E-Learning Network utilizes an array of technologies to support and deliver high school and post secondary credit courses, as well as other learning opportunities. In partnership with provincial post secondary institutions and preK-12 organizations that produce courses, resources and support learning in Saskatchewan, residents throughout the province have access to high quality, engaging learning experiences in a variety of delivery modes to meet their needs.

Curriculum and E-Learning Branch
Saskatchewan Learning's Curriculum and E-Learning Branch supports learning enhanced with technology at all educational levels and is responsible for the support, coordination and delivery of learning opportunities in various delivery modes. The Branch also works to ensure that the province and its institutions collaborate to make the best use of available resources, of current and emerging technologies, and to meet the challenges and opportunities of the future.

Network Services Unit
The Network Services Unit of the Curriculum and E-Learning Branch is responsible for the coordination and management of the provincial networks for learning. The provincial networks consist of: **CommunityNet**, Saskatchewan's wide area network connecting public libraries, educational facilities (including First Nations' schools), health facilities and government offices; and **The E-Learning Satellite Network**, a closed circuit television system serving over 250 regional college, high school, community and First Nations sites.

E-Learning Network Guide
The E-Learning Network Guide provides information about Saskatchewan's networks, institutions and the various distance learning opportunities offered in the province for the 2007-2008 academic year. This guide also provides attendants and coordinators with the specific processes and procedures necessary to operate a Satellite Network distance learning site.

All Satellite Network sites are provided with a hard copy of the E-Learning Network Guide. A full version of the guide, including supporting documents and references, is available on CD or at: http://www.sasklearning.gov.sk.ca/branches/elearning/2007-08_site_guide.pdf

2007-08 Academic Year
We wish you a successful 2007-08 academic year, and look forward to the challenges and opportunities of providing an integrated and seamless delivery system for learning in Saskatchewan. If you have any questions regarding the provincial networks, or this guide, please contact Network Services.

Contacts: Saskatchewan Learning

Curriculum and E-Learning Branch

2220 College Avenue
REGINA SK S4P 4V9
Fax: 306.787.6054
Website: **www.sasklearning.gov.sk.ca/branches/curr/**

Network Services

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Director, Network Services ..... Email: mmartyniuk@sasked.gov.sk.ca

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Coordinator, Network Services ..... Email: lrubin@sasked.gov.sk.ca

Trudy Baragar ..... Phone: 306.787.8123
Coordinator, Network Services ..... Email: tbaragar@sasked.gov.sk.ca

Technology Supported Learning

General Inquiries - Toll Free ..... Phone: 1.800.667.7166
General Inquiries – Regina ..... Phone: 306.787.6024
..... Fax: 306.787.7223

TBA ..... Phone: 306.787.6023
Director ..... Email:

Janet Gibson ..... Phone: 306.787.6115
A/Assistant Director ..... Email: jgibson@sasked.gov.sk.ca

Science and Technology

Neil Elliott ..... Phone: 306.787.2334
Driver Education Assessment Coordinator ..... Email: neil.elliott@sasked.gov.sk.ca

Humanities

Lynda Oliver ..... Phone: 306.787.6090
Arts Education Consultant ..... Email: loliver@sasked.gov.sk.ca

Contacts: Technology Infrastructure

Saskatchewan Communications Network (SCN)
3rd Floor, 2440 Broad Street
REGINA SK S4P 3V7
Fax: 306.787.0496
Website: **www.scn.ca**

Network Support Help Desk .....**Phone: 1.877.808.4726**

David (Stan) Stanchuk.....Phone: 306.787.0490 ext. 226
Director, Technology.....Email: scn.tech@scn.ca

CommunityNet
Website: **www.communitynet.ca**

For Internet and CNet problems contact your local technology coordinator.

Technology Coordinator's contact list:
CommunityNet Learning Sector Help
(problems reaching websites or CommunityNet services)

ITO Service Desk .....Phone: 1.866.933.8333

SaskTel Business Communication Service Centre (BCSC)
(problems with SaskTel router or CommunityNet line)

BCSC.....Phone: 1.866.619.8811

SCN CommunityNet Help Desk
(problems with CommunityNet Satellite connections)

SCN.....Phone: 1.877.808.4726

First Nations Help Desk
(problems with either satellite or SaskTel connections)

Keewatin Career Development Centre (KCDC) .....Phone: 1.866.766.7373

Contacts: Educational Partnerships

Educational Technology Consortium

3rd Floor, 2220 College Avenue
REGINA SK S4P 4V9
Fax: 306.787.6054
Website: **www.sasketc.ca**

Roy Chursinoff .....Phone: 306.787.7187
Director .....Email: rchursinoff@sasked.gov.sk.ca

Campus Saskatchewan

4500 Wascana Parkway
P.O. Box 556
REGINA SK S4P 3A3
Fax: 306.798.0037
Website: **www.campussaskatchewan.ca**

Philip Cameron.....Phone: 306.798.9105
Executive Director .....Email: pcameron@campussaskatchewan.ca

Rob Keys.....Phone: 306.798.9105
Communications and website Manager.....Email: rkeys@campussaskatchewan.ca

Stacey Rutzki.....Phone: 306.798.3044
Executive Assistant.....Email: srutzki@campussaskatchewan.ca

Contacts: preK-12 Broadcast Schools

Campbell Collegiate
102 Massey Road
REGINA SK S4S 4M9
Phone: 306.791.8380
Fax: 306.791.8679
Howard Jesse, Principal
Distance Learning Classroom .....Phone: 306.791.8394
Randy McLeod, Calculus 30/Math C30 Teacher.Email: randy.mcleod@rbe.sk.ca

Swift Current Composite High School
1100 11th Ave. NE
SWIFT CURRENT SK S9H 2V6
Phone: 306.773.2801
Fax: 306.773.9285
Bryan Braun, Principal
Rob Kruse.....Phone: 306.773.2801 ext 6081
Entrepreneurship 30 Teacher.....Email: rkruse@chinooksd.ca

Viscount Central School
P.O. Box 280, 202 Bagot St
VISCOUNT SK S0K 4M0
Phone: 306.944.2027
Fax: 306.944.2177
Christy Baumann.....Phone: 306.944.2041 (Studio)
Principal; French 9/10/20/30 Teacher .....Email: christy.baumann@hzsd.ca

Saskatoon Public School Division #13
310 – 21st Street East
SASKATOON SK S7K 1M7
Phone: 306.683.8200
Fax: 306.683.8207
Scott Tetrault, Manager, Central Resource Centre
Ken Claffey.....Phone: 306.683.8268
Driver Education Teacher .....Email: claffeyk@spsd.sk.ca

St. Peter School
150 Argyle Street
REGINA SK S4R 4C3
Phone: 306.791.7380
Fax: 306.791.3554
Jamie Neigum, Principal
Heather Cline .....Phone: 306.791.1739
Artist in Residence.....Email: hmcline@sasktel.net

For a link to all schools in Saskatchewan please visit: www.saskschools.ca

Contacts: Aboriginal Universities and Institutions

First Nations University of Canada

Regina Campus
1 First Nations Way
REGINA SK S4S 7K2
Website: **www.firstnationsuniversity.ca**

Northern Campus
1301 Central Avenue
PRINCE ALBERT SK S6V 4W1
Fax: 306.765.3330

Bob (Robert) Rock.....Phone: 306.765.3333 ext. 7531
Faculty/Program Coordinator .....Email: rrock@firstnationsuniversity.ca
Debra Kinequon,.....Phone: 306.790.5950
TEL Coordinator (Tape Requests) .....Email: dkinequon@firstnationsuniversity.ca

Gabriel Dumont Institute of Native Studies and Applied Research

Saskatoon Office
#917 22nd Street West
SASKATOON SK S7M 5W1
Phone: 306.934.4941
Fax: 306.244.0252
Website: **http://www.gdins.org**

Brett Vandale .....Phone: 306.651.2249
Program Coordinator .....Email: brett.vandale@dti.gdins.org

Saskatchewan Indian Institute of Technologies

Admission Office
118-335 Packham Avenue
SASKATOON SK S7N 4S1
Phone: 306.244.4444
Toll free: 800.667.9704
Fax: 306.244.1391
Website: **www.siit.ca**

Student Services/E.D.C.S. Departments
6th Floor, 229 – 4th Avenue South
SASKATOON SK S7K 4K3
Phone: 306.244.4460
Toll fee: 877.282.5622
Fax: 306.244.0078

Enrolment Management Centre.....Phone: 306.477.9325

Contacts: University of Regina

Distance Learning Division, Centre for Continuing Education
Room 211, College Building
REGINA SK S4S 0A2
Office Hours: Monday-Friday, 8:15 a.m.-4:30 p.m.
Website: **http://www.uregina.ca/cce/offcampus/**

Phone 306.585.5803
Fax.....306.585.5779
Email .....offcamp@uregina.ca
Brian Campbell, Director.....306.585.5897
Terri Allard, Off Campus Coordinator 306.585.5781

Peggy Racette, Televised Programs Secretary (tape requests)
Room 169, Education Building
Phone 306.585.4474
Fax.....306.586-4633
Email .....Peggy.Racette@uregina.ca

Christine McBain, Distance Learning Registration
Office of the Registrar
Phone 306.585.4114
Fax.....306.585.5203
Email .....Distance.Registration@uregina.ca

U-READ Librarian (library materials and services for U of R distance learners)
Website: http://www.uregina.ca/library/services/uread.html
Toll-Free (in Saskatchewan) 1.800.667.6014
Fax.....306.585.4493
Email .....uread@uregina.ca

Financial Services (Fee Payments)
Phone 306.585.4123

University Bookstore
Toll-Free 1.888.478.2665
Phone 306.585.5377
Fax.....306.585.5111

Trouble with picture or sound
SCN Help Desk.....Phone: 1.877.808.4726

Classroom/Studio
Instructor.....Phone: 306.585.5394
Steve Ziemer, Technician A/V Services.....Phone: 306.585.4472

Contacts: University of Saskatchewan

Centre for Continuing and Distance Education, Extension Division
464 Williams Building, 221 Cumberland Avenue
SASKATOON SK S7N 1M3
Office hours: Monday-Friday, 8:30 a.m.-12:00 p.m. and 12:30-4:30 p.m.

Phone 306.966.5563
Toll free in Canada 1.866.966.5563
Office Fax 306.966.5590
Assignments Fax 306.966.5245
Email ..... distance.learning@usask.ca
Cheri Spooner ..... Phone: 306.966.5579
Director ..... Email: cheri.spooner@usask.ca
Parkash Virdi ..... Phone: 306.966.5554
Assistant to the Director ..... Email: parkash.virdi@usask.ca

Admission Inquiries – Student and Enrolment Services
Phone 306.966.6718
Email ..... admissions@usask.ca
On-line admission ..... http://explore.usask.ca/admission

Registration Help (Student Central)
Phone 966.1212
Toll-free in Canada 1.877.650.1212
Website ..... students.usask.ca/academic/registration/
Email ..... askus@usask.ca

Fee Payments – Student Accounts and Treasury
E40-105 Administration Place, SASKATOON SK S7N 5A2
Phone 306.966.4601

Donna Bilokreli, Counsellor for Off-Campus Arts and Science Students
Phone ..... 1.800.667.6963 toll-free in SK
Email ..... Donna.Bilokreli@usask.ca

Open Studies Advising (formerly Unclassified Studies)
Phone 306.966.5607
Toll free in Saskatchewan 1.800.667.4780
Fax 306.966.6730
Email ..... open.studies@usask.ca

University Bookstore
Enquiries ..... Phone: 306.966.4476
Textbook Orders ..... Phone: 1.888.214.8888
Fax 306.966.7416
Email ..... bookstore@usask.ca
Textbook lists ..... www.uofsbookstore.com

University Library
Phone 306.966.5963
Toll-free in SK 1.888.859.9999
Fax 306.966.6040
Email ..... offcampus@library.usask.ca

Contacts: SIAST

Website: www.siast.sk.ca/virtualcampus/educationtraining

Kelsey Campus

1130 Idylwyld Drive N., PO Box 1520
SASKATOON SK S7K 3R5
Toll Free Line: 866.467.4278
Fax: 306.933.5309

Stephanie Thompson.....Phone: 306.933.8054
Extension Education Consultant.....Email: thompsons@siast.sk.ca
Donna Spizawka.....Phone: 306.933.8038
Extension Administrator .....Email: spizawka@siast.sk.ca

Palliser Campus

Sask. Street and 6th Avenue NW, PO Box 1420
MOOSE JAW SK S6H 4R4
Business & Agriculture Division Extension Education
Office Hours: Monday-Friday, 8:00 a.m. - 4:30 p.m.
Toll Free Line: 800.667.0055
Fax: 306.692.6447

Jim Lind.....Phone: 306.694.3259
Continuing Education Consultant .....Email: lind@siast.sk.ca
Kathy Bourassa .....Phone: 306.694.3210
Administrative Assistant .....Email: bourassa@siast.sk.ca
Bonnie Hagan.....Phone: 306.694.3257
Studio/Video Tapes (Technical Difficulties Only)
Peter Gattinger .....Phone: 306.694.3254
On-line Instructors - All COMP 200 level courses

Wascana Campus

4500 Wascana Parkway, PO Box 556
REGINA SK S4P 3A3
Toll Free Line: 866.467.4278
Fax: 306.798.4278

Sally Crawford.....Phone: 306.798.0422
Campus Directors Office.....Email: crawfords@siast.sk.ca

Woodlands Campus

1100 - 15th Street East, PO Box 3003
PRINCE ALBERT SK S6V 6G1
Toll Free Line: 800.667.9664
Fax: 306.763.5901

Garry Whitley.....Phone: 306.953.5538
Extension Consultant, Business Programs.....Email: whitley@siast.sk.ca
Mark Bernier .....306.953.5330 Cell 961.0149

Contacts: Regional Colleges

Carlton Trail Regional College
PO Box 720, 623 7th St.
HUMBOLDT SK S0K 2A0
Website: **www.ctrc.sk.ca**
Rob Barber, CEO & Senior Academic Officer .....Email: barberr@ctrc.sk.ca
Toll Free: 800.667.2623
Fax: 306.682.3101
Marlene Luneng.....Phone: 306.682.6853
Televised Learning Coordinator .....Email: lunengm@ctrc.sk.ca

Cumberland College
P.O. Box 2225, 501. 6th St. E.
NIPAWIN SK S0E 1E0
Website: **www.cumberlandcollege.sk.ca**
Valerie Mushinski, CEO & Senior Academic Officer Email: vmushinski@cumberlandcollege.sk.ca
College Fax: 306.862.4940,
E-Learning Fax: 306.752.3484
Brenda Mellon .....Phone: 306.752.8105
Distance Learning Coordinator .....Email: bmellon@cumberlandcollege.sk.ca

Cypress Hills Regional College
Box 5000, 129 2nd Ave N.E.
SWIFT CURRENT SK S9H 4G3
Website: **www.cypresshillscollege.sk.ca**
Mark Frison, CEO
Fax: 306.773.2384
Teresa Doucette .....Phone: 306.778.5488
University Coordinator .....Email: Teresad@cypresshillscollege.sk.ca
Sharon Fehr, Career Counsellor

Lakeland College
Bag 6600, 2602 - 59 Avenue
LLOYDMINSTER AB T9V 1Z3
Website: **www.lakelandc.ab.ca**
Mark Butler, Acting Director, Extension Services
Toll Free: 800.661.6490
College Fax: 780.871.5714
Televised Learning Fax: 780.875.5136
Margo Hines .....Phone: 780.871.5760
Televised Learning Coordinator .....Email: margo.hines@lakelandc.ab.ca

Northlands College
Box 1000 120 King St.
AIR RONGE SK S0J 3G0
Website: **www.northlandscollege.sk.ca**
Bill McLaughlin, CEO
Denise D'Amour, Senior Academic Officer .....damour.denise@northlandscollege.sk.ca
Phone: 306.425.4480
College Fax: 306.425.3002
Distance Learning Fax: 306.425.2696
Glenys Plunz .....Phone: 306.425.4314
Distance Learning Coordinator .....Email: plunz.glenys@northlandscollege.sk.ca

Contacts: Regional Colleges

North West Regional College
10702 Diefenbaker Drive
NORTH BATTLEFORD SK S9A 4A8
Website: **www.nwrc.sk.ca**
Bryan Nylander, President & CEO
Patt Steiert, Senior Academic Officer .....Email: steip@nwrc.sk.ca
Phone:.....306.937.5100
Fax: 306.445.1575
Melaney Bossaer .....Phone: 306.937.5138
E-Learning Network Coordinator.....Email: bossm@nwrc.sk.ca

Parkland Regional College
200 Block 9th Avenue East, (South Wing of Melville Comprehensive High School)
MELVILLE SK SOA 2P0
Website: **www.parklandcollege.sk.ca**
Fay Myers, CEO
Richard Klyne, Senior Academic Officer .....Email: r.klyne@parklandcollege.sk.ca
Phone:.....306.728.4471
College Fax: 306.728.2576
Distance Learning Fax: 306.786.7866
Shawn Stoneham .....Phone: 306.786.2587
University/TEL Coordinator .....Email: s.stoneham@parklandcollege.sk.ca

Prairie West Regional College
701 Dominion Street, Box 700
BIGGAR SK S0K 0M0
College Fax: 306.948.2094, Distance Learning Fax: 306.882.2262
Website: **www.pwrc.sk.ca**
Bruce Probert, CEO
Jay Box, Senior Academic Officer .....Email: Jbox@prairiewestcollege.ca
Monica Kreiter.....Phone: 306.463.6431
Program Coordinator .....Email: MKreiter@prairiewestcollege.ca

Southeast Regional College
Box 2003
WEYBURN SK S4H 2Z9
Phone: 306.848.2511
Fax: 306.848.2517
Website: **www.southeastcollege.org**
Graham Mickleborough, CEO
Judi Jones, Senior Academic Officer .....Email: jjones@southeastcollege.org
Ed Zychkowski .....Phone: 306.735.5262
Televised Learning Coordinator .....Email:ezychkowski@southeastcollege.org

Contacts: Website Addresses

Saskatchewan Learning
http://www.sasklearning.gov.sk.ca

CommunityNet
http://www.communitynet.ca
http://www.communitynet.ca/TechAdvisoryGroup/documents/documents.htm
https://sasktelcce.ca

Saskatchewan Communications Network (SCN)
http://www.scn.ca
http://ecast.scn.ca

preK-12
Educational Technology Consortium
http://www.sasketc.ca
Technology Supported Learning
http://sasklearning.gov.sk.ca/branches/elearning/tsl/

Post Secondary
Campus Saskatchewan
http://www.campussaskatchewan.ca
First Nations University of Canada
http://www.firstnationsuniversity.ca
Gabriel Dumont Institute of Native Studies and Applied Research
http://www.gdins.org
http://www.metismuseum.ca
Regional Colleges
http://www.ctrc.sk.ca
http://www.cumberlandcollege.sk.ca
http://www.cypresshillscollege.sk.ca
http://www.lakelandc.ab.ca
http://www.northlandscollege.sk.ca
http://www.nwrc.sk.ca
http://www.parklandcollege.sk.ca
http://www.pwrc.sk.ca
http://www.southeastcollege.org
Saskatchewan Indian Institute of Technologies
http://www.siit.sk.ca
Saskatchewan Institute of Applied Science and Technology
http://www.siast.sk.ca/virtualcampus/educationtraining/
University of Regina
http://www.uregina.ca
http://www.uregina.ca/admissions
http://www.uregina.ca/cce/offcampus/
http://www.uregina.ca/gencal
http://www.uregina.ca/library/services/uread.html
http://www.uregina.ca/webct/
University of Saskatchewan
http://www.ccde.usask.ca
http://students.usask.ca/academic/openstudies/
http://blackboard.usask.ca
http://paws.usask.ca
http://students.usask.ca

What is the E-Learning Network and how does it work?

Saskatchewan's E-Learning Network uses technology to support and deliver high school classes, post-secondary credit courses, and other learning opportunities through a variety of modes such as: on-line; interactive television; audio conference; video conference; and video streaming. The network utilizes the infrastructures of the Satellite Network, a closed circuit television system serving over 250 distance learning sites, and CommunityNet, Saskatchewan's wide area network connecting 162 public libraries and over 900 educational facilities. The Network Services Unit of Saskatchewan Learning's Curriculum and E-Learning Branch manages these networks on behalf of the province's learning sector.

Most courses today, including both face-to-face and distance-delivered, use a combination of technologies and delivery modes. A list of common delivery modes and how the learning process is facilitated through them follows (please note that there are some differences in use between the high school and post secondary systems).

Online Delivery

Online courses are delivered via the Internet and/or CommunityNet. Course material is available online and generally includes a variety of text, audio and video files. Learners communicate with the instructor and other classmates via email, chat groups or other tools on the Web. Learners can use a computer in any location as long as it can access the Internet. There are two types of online courses:

Asynchronous
With an asynchronous course, learners login to the course with their username and password, at their convenience. Course materials are available online. Learners send messages to a central location, like a discussion forum, where they are answered later by the instructor and other learners. Email is an example of asynchronous communication. Asynchronous courses are time and place independent.

Synchronous
With a synchronous course, learners login at a specified time. Communications are received from the instructor and other learners in real-time, that is, as soon as the messages are sent, and can be responded to immediately. Synchronous courses are time dependent and place independent.

Minimum or specific hardware and software requirements are indicated by each delivery institution/agency. Some courses may require a sound card, microphone and speakers, headset, or web camera, while others will require CD or DVD capabilities. Please confirm specific requirements with the delivery institution prior to registration.

Interactive Televised Delivery

In a typical preK-12 course, classes are scheduled, live and interactive. The instructor teaches to their local classroom as well as remote classrooms in designated sites. Distance learners view the class on a television and can communicate with the instructor by telephone, fax and/or email. Many televised classes are also made available through streaming video technology and the Internet and are supplemented

by online activities, materials and communication tools. Check for availability of these features with the programmer. Distance learning site facilitators provide guidance for their local learners, and liaise with the broadcast school. Assignments are marked, returned, and discussed with the learners in remote areas in the same manner as in a traditional face-to-face classroom. The instructor encourages participation from all sites in order to include the distance learners and provide them with the feel of a "traditional" classroom.

Post secondary courses are generally comprised of scheduled live lectures, live televised interactive discussions, remote site discussions, telephone access to instructors, specially developed print packages and, for sites with six or more learners, locally-based proctors to facilitate discussion and learning. Online activities, materials, communication tools and video streaming are often used to supplement the televised classes.

Independent/Home Study and Print

Independent study courses use print packages, audiocassette tapes, videotapes, CDs, DVDs and other methods to provide course material and to direct the learner through readings and assignments. Course materials are generally sent to the learner through regular mail. Learners can contact the instructor by telephone or email. In some post secondary courses, learners may be required to attend a few classroom sessions, on-site labs, practicum or clinical experiences. Learners in an independent study program usually have no formal contact with other learners registered in the course, although some courses in the high school system may be enhanced by "virtual classrooms", where everyone meets online at a scheduled time. Individual online tutoring may also be available. Specific requirements for each course are identified upon registration.

Off-Campus Face-to-Face Delivery

Off-campus face-to-face courses are offered by the post secondary institutions in the traditional classroom format in several regional college and SIAST locations throughout Saskatchewan. Classes may be held in the daytime, evening, or on weekends.

Multi-Mode/Blended Delivery

Multi-mode or blended courses are delivered within the post secondary system off-campus using a mixture of delivery modes. For example, the learner may receive print packages and meet weekly at designated sites for audio-conferencing with the instructor, or to view a video. Another example of a multi-mode or blended course is one that includes online, CD-Rom and print components or a combination of home study or live televised sessions. Both universities rely on audio-conferencing to supplement and deliver credit programs, but each one has a specific set of protocols for participation in their audio conferencing. Please contact Cheri Spooner at the U of S or Terri Allard at the U of R for specific information on their audio-conferencing protocol.

Satellite Network

An Overview

The E-Learning satellite network consists primarily of three satellite-based, closed circuit television channels that are used by educational institutions to deliver live, televised, secondary and post secondary credit courses to learners in over 200 specially equipped facilities throughout Saskatchewan. Video streaming, live and archived, is used to complement the broadcast technology. Other technologies are also incorporated to enhance the delivery and interactivity of courses and events.

Broadcast facilities are located at the University of Saskatchewan, Division of Media and Technology; University of Regina, AV Services; SIAST Palliser Campus; Saskatoon Public School Division offices; Campbell Collegiate (Regina); Viscount Central School; Swift Current Comprehensive High School; St Peter School (Regina); Northlands College (Creighton). Other facilities may be available or can be arranged as necessary. Production capabilities vary with each broadcast facility.

While the primary use of the Network is for the delivery of credit courses, the remaining capacity is available for programming by the province's formal learning sector including: Saskatchewan Learning; preK-12 and post secondary education institutions and organizations; and the provincial library system. Some programming examples include professional development, training or in service, partner consultation or announcements. Examples of previous satellite video broadcasts can be viewed at http://ecast.scn.ca. Click on either the *Creating E-Learning Communities* link, for an example broadcast out of the U of S studio, or the *Saskatchewan Learning Curriculum Updates* for an example broadcast out of the Campbell Collegiate classroom.

The satellite receiving centres (distance learning sites) are located in schools, post secondary institutions, regional colleges and community facilities throughout the province and are identified for programming by the programming organization, and their affiliation with a regional college.

To supplement the satellite network, SCN also acquires access to and provides the organization, scheduling and technical support behind education use of two 32 port telephone conferencing bridges in the province, an asset maintained by Saskatchewan Property Management (SPM). The bridges are made available to post-secondary institutions for off-campus "audio only" classes and as a supplement to all televised classes.

preK-12, Community and First Nation Sites

PreK-12, community and First Nation sites are established by local school divisions, First Nation or community organizations. Equipment is acquired, owned and maintained by these organizations. The sites are eligible to receive special broadcasts and high school courses via the satellite network. Courses offered by the First Nations University of Canada (FNUC) may also be available at these sites, providing arrangements are made with the local regional college or the First Nations University, and appropriate learner supports are provided by the organization. High school, community and First Nation sites wishing to provide post secondary opportunities in the community from one of the

Universities or SIAST, must request approval from the local Regional College to be authorized to provide those opportunities. More information is provided in the following section Approved Post Secondary Site. The community or organization is responsible for all costs incurred to operate and supervise the site.

Approved Post Secondary Sites

To receive post secondary programming provided by the two universities and SIAST, sites are approved by the regional college in their area. In over 70 communities, Saskatchewan's Regional Colleges and SIAST coordinate, manage facilities, and provide access, learner support and counselling services to clients accessing televised credit courses.

Colleges provide the coordination of University and SIAST requirements including program accessibility, distribution of course materials, assignments, exam invigilation, and videotaping of broadcasts. In many cases, colleges will also provide some coordination support and guidance to community, high school and First Nation sites wishing to offer post secondary classes in their communities.

To obtain approval to offer post secondary programming, sites must agree to provide a minimum level of access and support to learners. Sites seeking approval to receive post secondary courses are responsible for all costs associated with operating and maintaining their site, and providing the required learner support.

A sample letter requesting college approval to offer post secondary courses, and outlining the general conditions for such approval is included in the forms section of this manual. Additional specific supports may be required by individual colleges. Decisions regarding site approval for post secondary programming are at the discretion of each college. Please contact the regional college in your area or Network Services for more information.

Special arrangements to receive post secondary courses may be possible where the regional college system is absent (i.e., Saskatoon, Regina, Prince Albert, Moose Jaw). Please contact Network Services for assistance and information.

Special Programming

Special programming is available if the department or one of its learning partners uses the Satellite Network to reach a dispersed audience or makes a program or professional development opportunity available.

For example, Saskatchewan Learning has used the studio at Campbell Collegiate to deliver a live curriculum in-service, and University of Saskatchewan has used their own studio to deliver a program on Reusable Learning Objects to specific locations across the province. Network Services will contact you by fax to request your participation.

Examples of previous satellite video broadcasts can be viewed at http://ecast.scn.ca

Your site may receive a booking request via fax as special broadcasts come up. These requests will be in addition to the regularly scheduled credit courses. It is critical to respond to a booking request as soon as possible so that programmers can be advised of

the site's availability. This will give them an opportunity to organize their production, as well as promote and advertise the event.

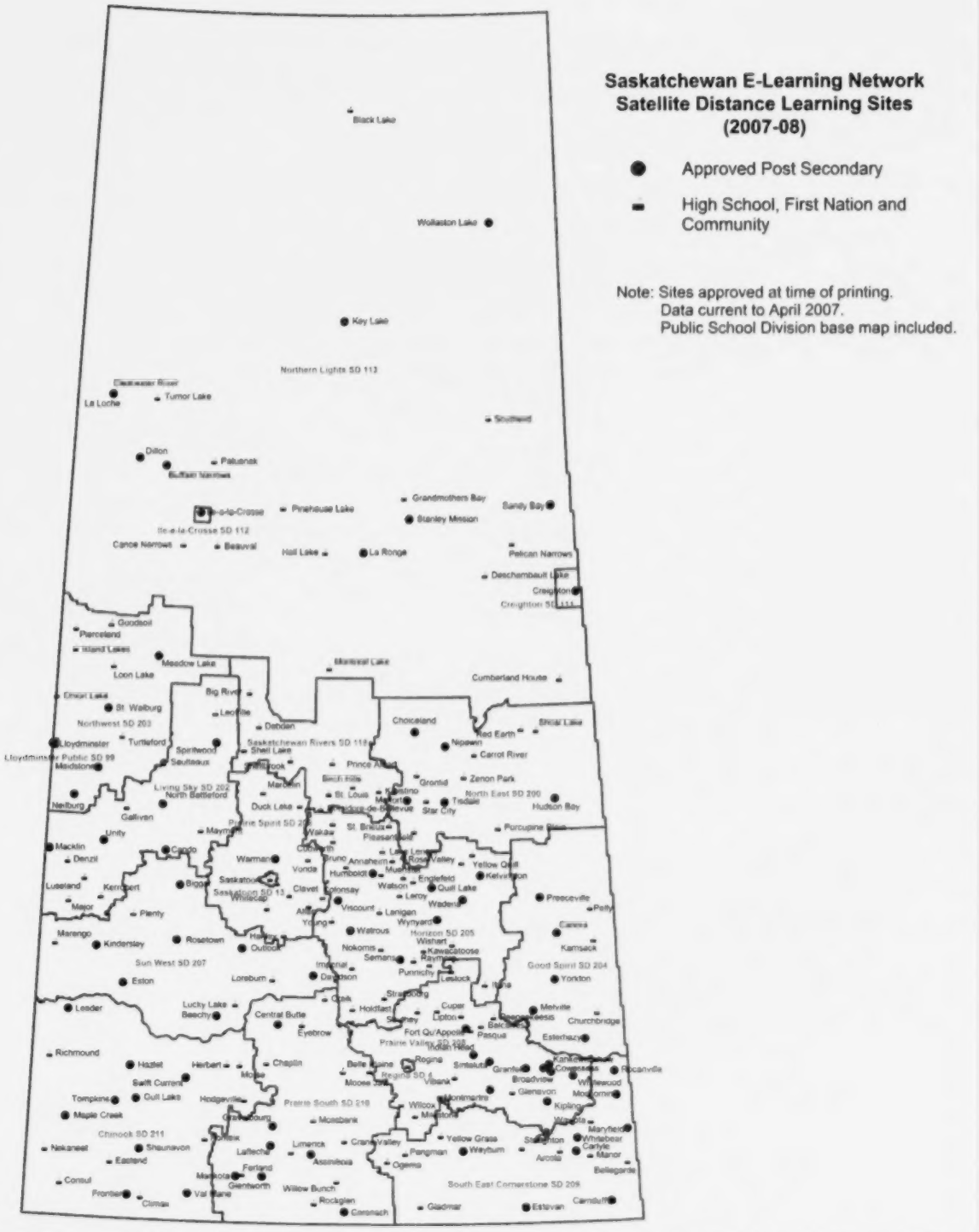
When your site is requested for an upcoming program, book the site and confirm the booking by checking off your site in the form or indicating **NOT AVAILABLE** and faxing it to Network Services at **306.787.6054 as soon as possible**. A sample site request form can be found in the Forms section at the back of the guide.

Please note:

- Site bookings are to be made only on request of Saskatchewan Learning, Network Services. A programmer may not directly book a site for a special broadcast delivered on the E-Learning Satellite Network.

- When the expected number of program participants cannot be accommodated at the site, the coordinator is NOT responsible for finding another location or for making the arrangements at an alternative location in the community. Refer inquiries to the department's Network Services personnel (306.787.8123) who will direct them to the nearest site.

An audience of 30 people is generally acceptable for a 27-inch television. Programmers wanting a larger television or more than one television are responsible for making these arrangements themselves. If coordinators can easily accommodate groups over 30 by providing this extra equipment, they may wish to consider doing so.


Saskatchewan E-Learning Network
Satellite Distance Learning Sites
(2007-08)
Approved Post Secondary
High School, First Nation and Community
Note: Sites approved at time of printing.
Data current to April 2007.
Public School Division base map included.
Black Lake
Wollaston Lake
Key Lake
Northern Lights SD 113
La Loche
Turnor Lake
Dillon
Patuanak
Buffalo Narrows
Grandmothers Bay
Sandy Bay
Stanley Mission
Pinehouse Lake
Ile-a-la-Crosse
Ile-a-la-Crosse SD 112
Canoe Narrows
Beauval
Hall Lake
La Ronge
Pelican Narrows
Deschambault Lake
Creighton
Creighton SD 111
Goodsoil
Pierceland
Island Lakes
Meadow Lake
Loon Lake
Montreal Lake
Cumberland House
Onion Lake
St. Walburg
Big River
Leoville
Debden
Northwest SD 203
Lloydminster
Turtleford
Spiritwood
Lloydminster Public SD 99
Meadowlake
Seahtaskus
Shell Lake
Saskatchewan Rivers SD 119
Chicken Creek
Prince Albert
Birch Hills
Grandmother Bay
Zenon Park
Living Sky SD 202
North Battleford
Marsden
St. Louis
Kinistino
Melfort
Tisdale
North East SD 200
Hudson Bay
Star City
Neilburg
Gallivan
Duck Lake
Prince Albert Parkland
Prairie Spirit SD 206
Maymont
Wakaw
St. Brieux
Pleasantdale
Porcupine Plain
Unity
Macklin
Denzil
Cando
Cudworth
Bruno
Annaheim
Lake Lenore
Rose Valley
Yellow Creek
Humboldt
Muenster
Englefeld
Kelvington
Luseland
Kerrobert
Biggar
Saskatoon
Saskatoon SD 13
Whitecap
Clavet
Dalmeny
Watson
Quill Lake
Leroy
Wadena
Preeceville
Major
Plenty
Viscount
Lanigan
Wynyard
Pelly
Marengo
Kindersley
Rosetown
Outlook
Watrous
Horizon SD 205
Wishart
Nokomis
KawaCatoose
Raymore
Semans
Canora
Kamsack
Sun West SD 207
Imperial
Dundurn
Punnichy
Leask
Good Spirit SD 204
Yorkton
Eston
Loreburn
Strasbourg
Lucky Lake
Beechy
Leader
Central Butte
Elbow
Cupar
Lipton
Qu'Appelle
Fort Qu'Appelle
Prairie Valley SD 208
Melville
Churchbridge
Esterhazy
Pasqua
Richmond
Hazlet
Herbert
Chaplin
Moose Jaw
Regina
Regina SD 4
Moose Jaw
Swift Current
Gull Lake
Tompkins
Hodgeville
Maple Creek
Prairie South SD 210
Willow
Montmartre
Kipling
Moosomin
Rocanville
Broadview
Whitewood
Glenavon
Maryfield
Whitebear
Carlyle
Manor
Bellegarde
Chinook SD 211
Shaunavon
Eastend
Frontier
Climax
Val Marie
Gravelbourg
Morse
Laflechie
Limerick
Assiniboia
Grand Valley
Pangman
Yellow Grass
Weyburn
Stoughton
Arcola
Ogema
Ferland
Gienworth
Willow Bunch
Rockglen
Coronach
Gladmar
Estevan
Carnduff
South East Cornerstone SD 209
Saskatchewan Learning
Learning
Education Finance and Facilities
Geomatics
B. Andrie
2007.04.17
\Project\Request\LRN_AEE\Rubin_Lila\2007\Satellite Distance Learn Site by SD_2007.04.17.WOR
1
UTM - NAD 83 (zone 13)
1 cm = 50 km
Saskatchewan E-Learning Network Satellite Distance Learning Sites (2007-08) by Public School Division

Information for New Satellite Network Sites and Personnel

As a site coordinator or attendant, you are essentially responsible for program coordination, supervision of your distance learning site and day-to-day course management for your learners. You may also be responsible for technical arrangements on-site, including turning on the equipment and tuning to the required program.

Following please find some of the key information items that can find be found in this guide, as well as useful information that should assist you with keeping your site up and running.

Contact Lists
This section of the guide will provide you with relevant phone, fax, email and website addresses for government: E-Learning - Network Services, Technology Supported Learning, SCN; high school and university "sending schools" or "programmers"; and regional college personnel.

Please ensure that *your* Contact Information is regularly updated using the E-Learning Network Site Information form.
This will ensure that notices of technical updates, program changes and/or special programming will get to you.

There is a blank ***E-Learning Network Site Information*** form in the Forms section of this guide that should be used to make any changes to your site contact information.

Satellite Network Equipment and Troubleshooting
Located in the Satellite Network, Technical Information section, this information describes the satellite system, common technical troubles and how to handle them.

Conditional Access
SCN will be using "conditional access" starting the third week of broadcast of televised courses. What this means is that only sites with registered learners will receive the credit programs. If you have learner(s) signed up in a course and are unable to get the program on your receiver, contact the programmer and SCN 1.877.808.4726 right away. The programmer may not have your learner's registration form. **SCN will authorize your site for the current broadcast.** Registration must be confirmed with the programmer prior to the next scheduled on-air date.

How do I register for my site to deliver courses?
E-Learning courses are offered by several partners. Each partner institution has its own processes for registration. Please refer to the section appropriate to the type of program you are interested in. Generally, the following processes apply:

PreK-12 Courses
Students register with Technology Supported Learning. Application forms are available online at
http://www.sasklearning.gov.sk.ca/branches/elearning/tsl/registration/forms/default.shtml
or contact Technology Supported Learning or Network Services for assistance.

Post Secondary Courses

Sites must be approved for televised class reception by a Regional College. Please see an example of how to "Request to Become a Post-secondary E-Learning Receive Site" in the Forms section of this guide. You can also contact the Regional College in your area, or Network Services for assistance. Individual students register with their delivery institution.

How do I change or add a class for my site?

In approximately May of each year, post secondary sites will be asked to indicate to Network Services and the programmers which courses it wishes to offer in the upcoming year. If your site wishes to change or add to its original course selection you must notify the originating (programming) institution(s), Network Services and the Regional College (if appropriate).

If you want to change a program offering or add to your existing list of program offerings complete the "Request to Add and/or Delete Televised Course(s) Offering" Form and fax copies to **Network Services**, **SCN**, the **broadcast institution(s)**, and **your Regional College** (where applicable). Contact Network Services if you require assistance. Samples of forms are found at the end of this guide.

Special Programming

Opportunities with different target audiences may arise throughout the year. Network Services may send a "Special Program Site Booking Request" to your site requesting your participation, or a general notice will be sent out when a program is available to all sites. See Booking Request under FORMS section of this guide. Aalso under this section you will find the Program Statistics request; please ensure you fill this out after each special program and return, via fax 787.6054, to Network Services.

Satellite System

Make time to become familiar with your satellite equipment. Notice how the cables are connected, and which lights are on when things are working normally. You might want to take a picture or make a drawing of the back of the equipment to show you how things are supposed to be connected. Ambitious janitorial staff have been know to cause hours of frustration after the Christmas, Easter, or summer break when things are sometimes disconnected and moved out of the way. A quick visual reference can help you avoid this hassle!

If you have a technical problem (audio or video) call the SCN Help Desk FIRST: 1.877.808.4726

Responsibilities of Satellite Network Partners (Overview)

Successful programming of the Satellite Network is achieved through collaboration and the cooperation of all network partners. The following provides a brief overview of the responsibilities of each network partner.

SCN
- Provides carriage of the signal
- Provides technical support for equipment

Saskatchewan Learning, Network Services
- Schedules and manages provincial networks
- Provides training for receive sites and PreK-12 production schools

Post Secondary Institutions
- Provide course material and instructors for post secondary courses
- Provide institutional registration processes
- Provide learner support to registrants (may include on-site facilitators)
- Provide course evaluation
- Provide instruction and assistance to students

More detailed information regarding processes and responsibilities for post secondary programming is provided under each institution's section of this manual.

PreK-12 Programming

Production School
- Provides the instructor for the class, the course material for the class, and the instruction, assistance and evaluation of each learner
- Confirms on/off air schedules to distance learning sites
- Provides book lists to distance learning sites
- Provides times and phone number to be reached when off air
- Provides class lists to Technology Supported Learning and Network Services at the beginning of the second week of classes in each semester
- Provides marks to Technology Supported Learning

Saskatchewan Learning, Technology Supported Learning
- Communicates program information to all schools
- Communicates operational policies
- Processes registration forms
- Compiles class lists by delivery schools of registered students
- Discontinues students as requested by the registering school
- Collects fees and submits tuition to appropriate broadcast school board of education
- Receives final marks from broadcast schools and submits to Student Records as required
- Mails marks directly to students (the broadcast school is not involved with this)*
- Informs learners of eligibility and procedures for writing supplemental examinations and coordinates with broadcast school*
- Convenes and chairs meetings of ITI management committee
- Determines policy and program decisions
- Conducts program evaluations as required
- Assists with in-service training as required

*** Please note that for Driver Education, Technology Supported Learning, will not provide marks or become involved in exams.***

Distance Learning Sites

Distance Learning sites are key to the success of the distance-learning experience. On-site support is critical.

- Provide updated site and contact information to Network Services (fax completed ***Saskatchewan E-Learning Satellite Network Site Information Form*** whenever changes are made to 306.787.6054).
- Arrange technical training for staff assisting with televised courses. Technical and administrative training for staff assisting with televised courses is provided in a live site coordinator training session on August 30, 2007. Contact Network Services if you are *unable* to participate in the session.
- Keep dish clean of snow.
- Ensure equipment is in the classroom and working.
- Ensure satellite equipment is tuned in to the correct settings for the program. Refer to the ON-AIR SCHEDULE for channel information. (A test pattern [identifying graphics/colour bars and music or tone] is provided for 5-10 minutes prior to each program. Look for good picture and sound as soon as the picture appears. Delays in doing so could prevent receiving the program on time).
- Turn VCR or DVR on and record the sessions if permitted by the delivery institution (especially when learners are away).
- Ensure phone and fax are working and located, if not in the viewing classroom, very close to the room (and accessible when needed). Leave the SCN Help Desk number and the appropriate studio numbers near the telephone in each viewing classroom.
- Ensure learners know how to use the fax and phone in during a live class.

Telephone Interaction During a Live Broadcast

- Turn the volume down on the television when calling in your question.
- The caller on-site is advised to cover the other ear when talking into the receiver, to avoid confusion when hearing his/her own voice on-air (there is a two-second delay).
- Turn the volume up on the television to hear the response of the instructor or presenter (This will enable all participants to hear the response).

- Provide direction to learners to get help and stay on task.
- **Check fax machine and email daily for messages.**

Interaction

Interaction is vital for making distance learning a success. Learners-at-a-distance must feel they are a part of the class. The televised instructor can't see the distance learners, i.e. can't see the puzzled looks on their faces or their hands go up. Phone, fax, on-line chat and email communication is the only way to know what is really happening with distance learners.

Interaction must start with the programming instructor. Distance learners, like face-to-face learners, are part of the classroom—the extended classroom. The instructor needs two-way communication with distance learners to ensure they understand the content.

Interaction may include any or all of:

- telephone
- fax
- Email and on-line chats
- video/audio tapes
- pictures
- letters

Get learners involved in their education—they will get more out of it. Let them fax assignments—it is their responsibility to make sure assignments arrive. Give minor assistance, but don't solve all problems since class is interactive and learners are requested to send assignments or phone the instructor.

If problems or questions arise, even during class, get learners to call or fax the instructor. They need to get used to this in order to build rapport, solve problems, and get to know each other.

Sites Providing Access to Televised Post Secondary Programming

- Attend the first two weeks of classes for each post secondary course, in case there are late registrations.
- Arrive at the site one-half hour prior to each program.
- Leave a contact number to be reached at in case problems arise.
- Open and set up the viewing room for scheduled programs.
- **Some programmers have scheduled classes on statutory holidays** e.g., September 3. Please check your schedule and ensure that the site is open for all scheduled classes.
- Ensure that exams are collected and packaged as quickly as possible.
- Ensure assignments and exams are distributed back to the learners in an effective manner.
- Provide feedback to the institutions with respect to post secondary courses.

Sites Providing Access to Televised PreK-12 Programming

- An orientation session for administrators and facilitators will be provided on the first day of class broadcast. The session will include information regarding the registration form, course codes and overview of procedures.
- Photocopy any class materials for the learners.
- Take attendance and check to see if homework is done.
- Ensure learners do their own tests/quizzes.
- Send (fax) assignments and tests (learners could do this).
- Hand back assignments.
- Have learners call for clarification if they have questions.
- Keep files for learners' work so they can be discussed if necessary.
- Send list of school holidays, instructor in-service dates and other information to production school.
- Talk to production school regularly.
- Know who to call and how to access video streaming if necessary.
- Manage the group process at the receiving sites. Facilitators do not teach the class. This is done by the production school "master" instructor.
- Document all instances of technical, administrative, and educational difficulties so that an adequate report may be completed.

IMPORTANT NOTE:
The equipment in high school sites is owned by the local school board. If the equipment meets the requirements of SCN's recommended guidelines, the equipment can be maintained under SCN's monthly service contract. This arrangement is strongly recommended, and is mandatory for new sites.

Management/Roles and Responsibilities Committees

The management committee for preK-12 ITI courses consists of representatives of the broadcast schools, SCN, Network Services, Technology Supported Learning and a receiving school. This committee meets annually to discuss issues of common concern and to determine course offerings for the upcoming year. If you have issues to be addressed by the Committee, please contact Technology Supported Learning or Network Services.

The Post Secondary Roles and Responsibilities Committee is made up of representatives from the post secondary programming institutions (U of S, U of R, SIAST, FNUC), each regional college, Campus Saskatchewan and Saskatchewan Learning. This committee meets semi-annually to discuss issues of common concern.

If you have issues to be addressed by the Roles and Responsibilities Committee, please contact either Cheri Spooner, Chair, by phone: 306.966.5579 or fax: 306.966.5590 or Network Services at 306.787.8123.

Technical Information

Satellite System Equipment

In order to participate in satellite delivered classes, each distance learning site **must** be equipped with a Ku-band satellite receiving (downlink) station, which is oriented to Telesat Canada's Anik F2 communications satellite. The receiving station consists of:

- a satellite antenna (dish) which collects the signals from the satellite;
- an LNB/LNBF or Low Noise Block/Feed amplifier, which receives the focused signals from the dish and converts them to signals usable by the satellite receiver; and
- a digital satellite receiver, or integrated receiver/decoder (IRD), which converts the signals from the LNB into video and audio. **Each receiver** can display for viewing only **one program or class at a time**.

Each distance learning site must also be equipped with:

- Television(s) for viewing the classes, and a VCR/DVR for recording classes for later review. Typically there is one TV per classroom - a 27" screen or larger is recommended;
- A telephone is required in the viewing classroom to facilitate the interactive portion of E-Learning Network delivered classes. The telephone line need not be solely dedicated to use for distance learning (i.e. it can be an extension of an existing number), but must be available during class broadcast times. Typically, telephone interaction occurs a few minutes per hour/class, and is dependent on the material and instructor. The telephone should be located where learners have quick access while viewing the live classes. A speaker phone is an asset, especially if there is usually more than one learner participating in a class as it allows all learners to hear and participate in the full conversation. Additionally, a line (even the same one) should be located near the satellite receiver to facilitate troubleshooting with the Help Desk when required. Some new sites have had success with adding a cordless phone to an existing line (the 900 MHz or 2.4 GHz digital type are recommended), which fulfills both learner and troubleshooting needs;
- A fax machine must be available for use by learners, but need not be located in the classroom. Faxes are usually sent before or after on-air classes, but occasionally instructors may request or send information during programs.

Optional equipment:

- A Modulator (one for each IRD) is optional if the signals are to be distributed to more than one TV, i.e. if multiple rooms in a school were to be wired so more than one classroom can be used for viewing of the programs;
- A computer with internet access should also be located within the viewing classroom to facilitate email, chat, www and file transfer interaction with the instructor.

Help Desk

SCN operates a Help Desk to assist sites with program reception and satellite equipment operation. Access to the Help Desk is available to all sites receiving SCN delivered programming, toll free, at **1.877.808.4SCN (1.877.808.4726)**, Monday to Friday 08:00-17:00 CST, and evenings and weekends whenever there is scheduled E-Learning Satellite Network programming. In most cases, troubles reported to the Help Desk are rectified within minutes and, if a site visit is required, within 24 hours.

Site Maintenance Plan
All new E-Learning satellite network sites are required to enrol in the SCN Maintenance Plan. Rates have been set at $20 per month for 10 months or $200 per year for a basic site. See http://www.scn.ca/elearning/becomingasite.php for a detailed explanation of costs.

Channel Assignments
There are three channels available on the SCN digital satellite system. The channel number refers to the number you tune to. This number is displayed on your ST1000 receiver/decoder.

ST1000 Channel # Display	Service Name	Content
1	LEARN1	Saskatchewan E-Learning Network
2	LEARN2	Saskatchewan E-Learning Network
3	LEARN3 (occasional use)	Saskatchewan E-Learning Network

Important
Be sure to confirm signal reception prior to the start of each class. There is a 5 - 10 minute window before each program when the studio classroom displays identifying graphics and plays music. Don't wait until after a program is supposed to start - use this time to check for and report any problems as they can often be rectified before you miss anything.

Call the SCN help desk (1.877.808.4726) and they will authorize your receiver anytime so that you can confirm your signal reception.

When courses are not being delivered, an information screen, with music, is broadcast. This screen can be used for equipment testing - the signal is available 24 hours a day. Sites that do not receive programs on a daily basis are encouraged to check reception well ahead of the next scheduled event so that any problems can be identified and fixed.

If you receive a message on the television stating "Receiver Authorization Required", a course is being broadcast for which your site is not registered. When Channel LEARN3 is not in use, it will display a "Signed Off" message.

Equipment: How Does it all Work?

ST1000 Digital Satellite Receiver/Decoder

E-Learning satellite network sites are equipped with the model ST1000 digital satellite receiver/ decoder. The ST1000 is designed to be easy to operate once one is familiar with the basic functions and controls.

There are five buttons on the front of the ST1000. From left to right:
Power Function Select Channel Up Channel Down

Power
The channel number will appear on the front panel when the receiver is on. When the receiver is off "_ _ _ " will appear on the display. When the receiver is disconnected from power the display will be blank.

Function
This button is used to enter and navigate in the onscreen menu system.

Select
This button is used in the onscreen menu system to select menu items.

Channel Up and Channel Down (ΟΟ)
These buttons tune the satellite receiver to the desired channel. Channel Up/Down buttons are also used in onscreen menu navigation.

Front Panel Display
The Front Panel Display consists of a large, 3 digit, green LED display which normally indicates current channel selection.

Smart Card
Located on the front, right of the unit is a slot with a plastic credit card-sized "Smart Card" installed. The function of the Smart Card is to provide software instructions to the satellite receiver/decoder. Removal of this card will render the unit useless. Each card is assigned to a particular receiver and will only work with that ST1000.

Please take all necessary precautions to prevent removal of the Smart Card. There is a $100 replacement fee for each lost, stolen or damaged Smart Card. Call SCN Help Desk (1.877.808.4726) for more information.

Remote Control
Each ST1000 is provided with a remote control, which has more buttons than necessary to operate the receiver (many of these features are not implemented in the SCN system). The majority of day-to-day functions (i.e. channel tuning) are easily controlled from the front panel buttons, especially if your site has more than one ST1000 in the same room.

Be aware that the remote control will affect both receivers at the same time. To ensure accuracy in tuning the equipment, use of the front panel buttons is recommended over use of the remote control.

Onscreen Menu System/Messages
The ST1000 has many features that can be accessed and adjusted through Onscreen Menus. All of the settings have been completed prior to SCN shipping the receiver to you. Normally you will not have to access the menus unless there are problems or changes needed. Of course there are always exceptions - see ***Checking Signal Strength***. The Help Desk will provide the detailed information on operation of the Menu system as required.

The ST1000 also provides many onscreen messages relating to the status of the equipment or signal, especially when experiencing trouble. It is always helpful to note the exact wording of onscreen messages when they appear, as they will provide clues to the Help Desk for troubleshooting problems.

Site Tuning Instructions

1. Ensure all equipment is connected correctly. Please refer to your local technical person, local documentation, site equipment configuration drawing (which is available from the SCN Help Desk), or contact the Help Desk for assistance.

2. Turn power on to all equipment (ST1000, TV and VCR/DVR, and modulator if equipped). Your site may have a power bar which feeds all the equipment and therefore it is only necessary to operate the switch on the bar. Otherwise each piece of equipment will have to be turned on separately. SCN recommends always removing the power to the ST1000 when it is not being used for extended periods (e.g. a few days) or if it is in an enclosed cabinet.

3. Tune your VCR/DVR and television to the appropriate channels for the receiver you are working with. Most sites with one ST1000 tune the VCR/DVR to channel 3 and the TV to channel 3, where most duplicate sites tune the VCR/DVR to 3 or 7 while leaving the TV on channel 3. Not all sites are configured the same. Check with your local technical expert, local documentation, or the Help Desk for the appropriate channel numbers at your site.

4. Use the **CH∩ or CH∪ button on the ST1000 (or remote control) to tune to the desired satellite channel** (see ***Channel Assignments***). **ALWAYS check your "On-Air Schedule" to confirm the channel for your program.**

Remember!

Duplicate sites (2 ST1000 receivers installed) can receive 2 programs simultaneously. Single room sites (1 ST1000) are restricted to receiving only 1 program at a time.

Checking Signal Strength

The ST1000 has a built in satellite signal strength (SS) indicator which can be used to check on the signal strength or "health" of your SCN receiving system. Use the following procedure to check SS when requested, when experiencing problems (see *Troubleshooting),* or on a routine schedule (weekly, monthly, etc.) to identify degradations before they result in reception problems. Record results on a calendar or sheet of paper kept near the equipment. If you require assistance, contact the Help Desk.

Procedure:

While viewing the output of your ST1000 on a video monitor:

1. Repower the ST1000 by removing its power cord from the wall/power bar and re-inserting. The ST1000 will go through its initialization cycle within a minute or two and tune to LEARN1 (Ch. 1 on the front panel display).

Hint:
Directions for navigating through the On-Screen menus are displayed at the bottom of each screen once the menu system is entered, via either the remote control or the front panel buttons.

Using the remote control:

2. Depress **"Menu"** to gain access to the menu system.
3. Depress **"6"** to access the **"System Setup"** menu.
4. Depress **"5"** to access the **"System Diagnostics"** display.
5. Record **Strength Signal** reading from the **"System Diagnostic"** display.
6. Depress **"Clear"** (3 times) to back out of the menu system and return to normal programming.

Using the Front Panel Buttons:

2. Depress "**Function**" to access the "**Front Panel Menu.**"
3. Use the **CH∩/CH∪** to highlight "**3. Menu System**" and depress "**Select**" to access it.
4. Use the **CH∩/CH∪** to highlight "**6. System Setup**" and depress "**Select**" to access it.
5. Use the **CH∩/CH∪** to highlight "**5. System Diagnostics**" display and depress "**Select**" to access it.
6. Record **Signal Strength** reading from the "**System Diagnostic**" display.
7. Depress "**Function**" (3 times) to back out of the menu system and return to normal programming.

The Signal Strength (SS) should be in the 110-140 range for a healthy receiving system while a consistent reading of fewer than 100 indicates possible problems with your system. The SS will change with varying atmospheric conditions (e.g. lower when it's raining or snowing, or in heavy cloud, and higher in "clear sky" conditions), but should generally remain within 10 or 20 units of an average reading. Recording the daily SS on a calendar over a week or two will give you a good indication of what the average reading should be.

Checking the SS on a routine schedule (e.g. every Monday morning) can alert you to possible problems that can be addressed before you start losing signals and classes. Downward trends, and more importantly sudden changes in the SS (e.g. after a severe windstorm), indicates trouble with your receiving system. Typical problems can range from a misaligned dish, to one filled with snow, to a tree growing up in front of your antenna and slowly blocking the satellite signal.

Troubleshooting Guide
With any system there is always an occasional problem. SCN has its Help Desk available by telephone during televised program hours to help you resolve reception difficulties. Most troubles (over 90% last year) are cleared up in a few minutes over the phone with the Help Desk.

Review the following common problems and troubleshooting techniques. If the problem persists, call the Help Desk at: 1.877.808-4726.

Problem: <u>No picture and no sound</u>

Check
- Power "on" to all equipment.
- All cables connected.
- TV & VCR/DVR on correct channels as per local configuration.
- ST1000 on correct channel as per the on-air schedule.
- ST1000 Signal Strength=110-140.
- Snow accumulation in dish or severe weather conditions.
- Damage to antenna or cable from antenna to receiver.

Try
- Retune the ST1000 (CH🔼/CH🔽)
- Re-power the ST1000.

Hint:
The time and date is always displayed in the lower part of the television picture by the ST1000 just after you tune it to a channel. If the time is approximately 12:00 am (about 1 minute after repowering the ST1000) you are NOT getting the live satellite feed.

Problem: <u>Good picture and no sound</u>

Check
- ST1000 tuned to correct channel as per on-air schedule.
- Volume level low or "Mute" activated on receiver and/or Television.
- Audio cables connected.

Try
- Adjusting volume level on ST1000 and/or TV.
- Retune the ST1000 (CH🔼/CH🔽) or re-power the ST1000.

Problem: Good picture, bad sound

Check
- Loose or partially disconnected audio cables.
- The problem is at the source (signal origin - check with Help Desk).

Problem: Sound and no picture

Check
- Loose or partially disconnected video cables.
- The problem is at the source (signal origin - check with Help Desk).

Problem: Snowy, weak picture and sound

Check
- TV and VCR/DVR are on correct channel.
- VCR/DVR is in the correct mode ("TV/VCR/DVR" button on VCR/DVR).

Hint:
If your VCR/DVR is producing snowy or poor quality video from recorded programs, it may be time for a cleaning. VCR/DVRs can be cleaned with commonly available VCR/DVR cleaning cassettes. Sites are responsible for regular cleaning and maintenance on the VCR/DVR. Contact a local TV/Audio repair shop or the Help Desk for assistance.

Problem: "Picture Tiling" and/or freeze framing and/or intermittent audio

Check
- Most likely caused by a weak satellite signal. Check Signal Strength on ST1000.
- Snow accumulation in dish or severe weather conditions.
- Satellite antenna may be poorly aimed.
- Poor connection at cable from satellite dish.

Try
- Retune the ST1000 (CH∩/CH∪).
- Re-power the ST1000.

Remember!
Sites are responsible for keeping the satellite receiving dish free of snow. Arrange for snow to be swept off the dish when required during the winter months.

CommunityNet

An Overview

CommunityNet is a provincial initiative to connect educational facilities, Saskatchewan schools, regional colleges and public libraries, health agencies and government departments and agencies) into a private network that is separated from the Internet, yet provides access to the Internet, and to provincial, national and international advanced research networks to users in other CommunityNet locations within a protected, controlled environment.

CommunityNet is comprised of 3 separate virtual private networks (VPNs), one each for executive government, health and learning and each protected by its own firewall. The Learning VPN currently has a 200Mb/s connection to the Internet, providing network connectivity to the learning sector including provincial preK-12 schools, First Nation schools, public libraries, regional colleges and post secondary institutions.

CommunityNet Connections

There are 3 types of CommunityNet service available depending on location as defined by SaskTel and SCN. The first type of service utilizes a fibre optic line coming to your building. This can provide a 10Mb/s or 100Mb/s service, and is typically only available in major centres. The second type is a digital subscriber line (DSL) based service. This service uses a phone line that comes into your building. Speeds of DSL based services range from a low of 384kb/s up to 4Mb/s. The speeds may be limited by the distance from the site to the nearest SaskTel office. Where a DSL based service is not available, a third option, a two-way satellite based service is available. This type of service requires a satellite dish and a special receiver to decode the signals. The current speed on the satellite network is 256kb/s by 640kb/s, depending on location size.

Equipment

There are a few pieces of equipment needed to connect your network to CommunityNet.

- The connection to your building, either a phone line, or a fibre optic line, or a satellite dish and cable.
- The CommunityNet router, or service demarcation, if it is a line-based connection, or a satellite interface terminal if it is a satellite connection.
- Your firewall that protects your local network from the rest of CommunityNet. Firewalls should have the capability of logging events both inbound and outbound. This is extremely useful for troubleshooting, especially if your network has been compromised by viral/worm activity or other malicious activity.

The technical coordinator within each participating organization is the primary contact for CommunityNet information and technical configurations.

What Can I Access Through CommunityNet?

CommunityNet allows access to websites, email, videoconferencing and any other IP services available on the Internet or within CommunityNet. In general, there are no restrictions to the websites that can be visited, however peer-to-peer file sharing

programs, such as kazaa or winMX are discouraged as these programs tend to use up bandwidth and are a major source of viruses. Some school divisions and institutions have disabled various types of Internet traffic or block access to specific sites in order to restrict traffic or access to objectionable content or material or to non-education related sites. The Network Administrator for your facility is responsible for blocking sites and disabling traffic. They are also responsible for enabling traffic that may have become restricted due to a local firewall rule. Check with your local technical coordinator if you cannot access information or services.

The Learning VPN infrastructure provides access to outside networks. Users may encounter offensive or objectionable material. Saskatchewan Learning and any of its CommunityNet partners do not assume responsibility for the content of any of these outside networks.

Learning Sector CommunityNet Advisory Committee (LSCAC)

The Learning Sector CommunityNet Advisory Committee (LSCAC) was established to provide leadership and coordination within the learning sector to ensure the success of the CommunityNet network and the optimum use of the bandwidth available to the Learning VPN. The committee addresses any and all operational issues with the CommunityNet network for all participants on the Learning VPN and works collaboratively to resolve these issues.

The LSCAC membership consists of representation from each of the preK-12, Regional College, First Nation Education and Library Sectors, the Department of Learning and service providers of CommunityNet. **Representatives to the LSCAC have the responsibility to communicate regularly with their respective constituencies to identify issues and to disseminate information back from the LSCAC to the constituents. LSCAC members representing the preK-12 sector also report directly to the Educational Technology Consortium Board.**

Reporting jointly to the LSCAC, and their representative governing bodies, is the CommunityNet Learning Infrastructure Committee (CLIC); a committee of technical coordinators from the PreK-12, regional college and public library systems. This committee meets regularly to identify, address and implement technical issues, opportunities and resolutions.
For more information on the responsibilities or memberships of either of these committees, contact Network Services 306.787.8123.

Acceptable Use of CommunityNet

Acceptable uses are activities required to conduct the businesses of education and libraries. They help fulfill the mandates set forth by school divisions, post-secondary institutions, public libraries and Saskatchewan Learning. Acceptable use is any application used in the delivery of services by education partners which does not disproportionately consume available resources.

Without specific authorization, users must not cause, permit, or attempt any installation of hardware or software, destruction or modification of data or equipment that will affect others users of the Learning VPN. This includes software that search out vulnerabilities outside of their local area network, e.g. portscanners.

Acceptable Use Policy and Enforcement Procedures

In February 2005, LSCAC approved a policy regarding acceptable use for participants on the Learning Sector Virtual Private Network of CommunityNet.

Background
In June, 2003, the Educational Technology Consortium distributed the CommunityNet Acceptable Use Policy to all Boards of Education in Saskatchewan. The policy was developed as a guide to users of the CommunityNet Virtual Private Network for the Learning Sector and to balance the user's ability to benefit fully from information technology with CommunityNet's need for secure and effectively allocated and utilized resources.

Boards of Education were requested to adopt the policy, use it as a baseline or use it to augment any Acceptable Use Policies already in place. Subsequently, the policy was distributed to the regional college, public library and First Nation sectors that are also participants on the Learning Sector VPN. The original policy as proposed by the Educational Technology Consortium has been amended to reflect the full range of Learning Sector participants on CommunityNet (Appendix A).

Enforcement
As identified in the *Acceptable Use Policy*, users who are found in non-compliance of this policy will be subject to a range of actions up to and including the disconnection of CommunityNet services.

As noted in the CommunityNet Network Design Document, the following provisions do not apply where there exists identifiable, detrimental traffic originating from a subscriber's local area network (LAN). It is SaskTel's policy to take immediate corrective action in any situation where there is seen to be a network impacting condition caused as the direct result of unnatural traffic originating from a subscriber's network. To receive the full Network Design Document, please contact the Learning Sector Help Desk at 1.866.933-8333.

Identification of Non-compliant Users
Individual users within the Learning Sector may report suspected unacceptable use of CommunityNet to the ITO Service Desk or any of the CommunityNet management partners (CommunityNet management partners including the Information Technology Office, Saskatchewan Property Management, SaskTel, Saskatchewan Communications Network and Saskatchewan Learning). Saskatchewan Learning, as the agency responsible for management of CommunityNet on behalf of the Learning Sector will monitor bandwidth usage patterns on the VPN. Saskatchewan Learning will not monitor user content, excess usage, malicious traffic and non-compliance reports will be investigated.

Contact with Organization Affiliated with Non-compliant Party
Contact with the suspected non-compliant agency will be initiated by Saskatchewan Learning as the agency responsible for management of CommunityNet on behalf of the Learning Sector. Initial contact will be made with the technical coordinator for the agency involved and will escalate to senior administration and the Learning Sector CommunityNet Advisory Committee through the following processes.

Upon receipt of non-compliance report or identification of disproportionate bandwidth usage the department will investigate and confirm the occurrence. At each point of contact the department will:

- identify the perceived unacceptable practice or issue(s);
- identify resolution requirements and timelines;
- identify potential consequences for non-compliance (including restricted bandwidth, traffic restrictions or circuit disconnection); and
- monitor activity to ensure that resolution has occurred.

Notification to the agency will occur in the following sequence, moving to the next step if resolution is not achieved within the stated timeframe (on average 3 business days):

1. Informal contact with the technical coordinator for the agency involved.
2. Written notice to the technical coordinator with a copy to the agency's senior administration.
3. Written notice to the agency's senior administration with copy to the respective LSCAC sector representative(s) and senior Saskatchewan Learning officials.
4. Written notice to the agency's senior administration with copy to the respective LSCAC sector representative(s) indicating that consequences identified have been implemented.
5. LSCAC and CLIC will be advised of the issue and resolution at each of their next regularly scheduled meetings.

Acceptable Use Policy

Purpose
This policy guides users of the CommunityNet (CNET) Learning VPN (LRNVPN) Information Technology (IT) infrastructure. It balances the user's ability to benefit fully from information technology with CNET's need for secure and effectively allocated and utilized IT resources.

Background
The increasing use of information technology has fundamentally changed the workplace. The Internet, intranets, cellular telephones, fax machines and email have transformed data management and communication and users utilize this valuable resource in many innovative ways.

The networked facility has also created the opportunity to access material and use resources in ways that may not be acceptable. Unacceptable use of information technology could expose the LRNVPN to potential embarrassment and possible litigation. LSCAC is empowered to ensuring that this valuable resource is not brought into disrepute through unacceptable use. Users of the LRNVPN are to follow this policy to ensure that their own use of CNET's information technology resources is acceptable.

Policy

The CNET Learning Infrastructure Committee of the LSCAC has the responsibility of developing and implementing the CNET LRNVPN Acceptable Use Policy.

Participating entities will follow guidelines and policies to enable reasonable and appropriate usage of information systems, and to perform their roles in accordance with all applicable laws, regulations and policies. The LSCAC will periodically redefine and enhance these guidelines and policies.

This policy addresses circumstances that are new and evolving, or at least unfamiliar. It augments existing user group and Saskatchewan Learning policies. Users who are found in non-compliance of this policy will be subject to a range of actions up to and including the disconnection of CNET services.

It is the responsibility of the user group Director, CEO and/or Director of Education to ensure that any local Acceptable Use Policies do not contravene this policy. There are three usage types for the LRNVPN infrastructure:

- Acceptable;
- Incidental; and
- Unacceptable.

The chart contained in Appendix "J" of this policy provides examples of these three usage types and may be used as a guideline when assessing use of information technology.

The appendices discuss specific applications such as the Internet and email in more detail as follows:

- Appendix A – Internet Use
- Appendix B – Email
- Appendix C – Games/Multimedia
- Appendix D – Connected Devices
- Appendix E – Remote Access Services
- Appendix F – Anti-Virus
- Appendix G – File Sharing
- Appendix H – Collaboration/IP Conferencing Services
- Appendix I – Baseline Connection Requirements
- Appendix J – Acceptable/Incidental/Unacceptable Usages

Acceptable

Acceptable uses are activities required to conduct the businesses of education and libraries. They help fulfill the mandates set forth by School Divisions, Post Secondary Institutions, Libraries, First Nation education authorities and Saskatchewan Learning.

Acceptable use is any application used in the delivery of services by education partners which does not disproportionately consume available resources.

Incidental

Incidental uses are those that are neither explicitly permitted nor explicitly denied. Incidental usage that becomes an imposition on others or burdens systems is no longer incidental, but unacceptable, and is not permitted.

Unacceptable
Unacceptable use impedes the work of others and may unintentionally damage the infrastructure. Unacceptable usage may generate extra costs for CNET and/or its CNET partners. It is unacceptable to:

- Use, copy, or otherwise access anyone else's files without authorization.
- Use the LRNVPN information technology infrastructure for activities that contravene the law, existing policies or regulations.
- Use any part of the LRNVPN information technology infrastructure for personal financial gain.
- Infringe copyright or proprietary rights.
- Permit unauthorized access.
- Create or propagate computer viruses.
- Damage files, equipment, software, or data belonging to others.
- Use or attempt to use unauthorized access methods or abilities.
- Compromise the privacy of users and their personal data.
- Damage the integrity of a computer system, or the data or programs stored on a computer system.
- Bring CNET into disrepute.
- Disrupt the intended use of system or network resources.
- Put unjustifiable demands on CNET's infrastructure
- Facilitate unauthorized access attempts on other computer systems.
- Result in the uploading, downloading, modification, or removal of files on the network for which such action is not authorized.

The above list is not exhaustive.

The LRNVPN infrastructure provides access to outside networks. Users may encounter offensive or objectionable material. The LRNVPN does not assume responsibility for the content of any of these outside networks.

Without specific authorization, users must not cause, permit, or attempt any installation of hardware or software, destruction or modification of data or equipment that will affect other users of the LRNVPN.

Monitoring
Users should be aware that computer usage can be traced by site logs and other tracked information. CNET reserves the right to access the contents of all files stored on its systems and all messages transmitted through its information technology infrastructure.

Application
This policy applies to all users who utilize services provided through CNET LRNVPN.

Appendices
Technology changes rapidly and its use varies widely within CNET. For example, a few years ago personal digital assistants (PDAs), networked photocopiers and workstations with Internet access were unheard of. They are now commonplace in many offices. The list of applications and devices in these appendices is therefore illustrative, not exhaustive. It represents a baseline for acceptable usage and may be used as a template for CNET LRNVPN-specific policies.

Appendix A

Internet Use
Partners who provide access to CNET LRNVPN services including the Internet should be familiar with:

- Copyright laws as they apply to software and electronic forms of information
- The Canadian Copyright Act:
    - http://laws.justice.gc.ca/en/ShowFullDoc/cs/C042///en
- The Canadian Criminal Code http://laws.justice.gc.ca/en/C-46/text.html
- Applicable libel and slander laws
- SANS (www.sans.org)
- CERT (www.cert.org)
- CNET's Security Policy and existing user group policies

Appendix B

Email
Participating entities must not attempt to read another person's email unless otherwise authorized. The email system is a function of CNET LRNVPN. Participating entities should have no reasonable expectation of privacy in email transmitted, received and stored on and/or through the system.

Many users access email through web-based accounts hosted on external commercial sites such as user@hotmail.com, user@msn.com, user@sasktel.net or other free/commercial web based email services. If irresponsible use of web-based email compromises CNET LRNVPN services, permission to access web-based email from within the network will be reviewed on an individual and/or divisional basis.

Appendix C

Games/Multimedia
Using the CNET LRNVPN infrastructure to access games or multimedia services for non educational purposes is an unacceptable use of a valuable resource and is not permitted.

Appendix D

Connected Devices
Connected devices that have access to CNET must be secured appropriately to prevent a security risk in the event of loss or theft.

Appendix E

Remote Access
Information regarding remote access to CNET must be held confidential. Remote access instructions, dialup phone numbers and other similar information, must NOT be posted on electronic bulletin boards, listed in telephone directories, or otherwise revealed to unauthorized parties.

Appendix F

Malicious Software
Participating entities shall not introduce a virus of any type to any CNET LRNVPN computer system. All participating entities are responsible for the protection of computer systems from computer viruses. Individual users must use extreme caution when accessing any external data, diskette, files or programs intended to be stored on CNET computers.

Appendix G

File Sharing
Unauthorized distribution/access of copyrighted works and non-educational material including, but not limited to audio, video or program files through peer-to-peer programs (e.g. Kazaa, WinMX, eDonkey, etc.) is not permitted.

Appendix H

Collaboration and Data Sharing
Participating entities are responsible for the protection of computer systems while using these services. Participating entities must employ caution when utilizing these services for conferences or Remote Control.

Appendix I

Baseline Connection Requirements
As a condition of connection to CNET, participating entities of the LRNVPN are required to ensure that their data networks meet the following minimum requirements:

Firewalls: All sites connected to CNET must have a firewall in order to protect user networks from attack.

Wireless: Participating entities who implement wireless solutions must ensure that the system is secured from unauthorized access.

Internet Accessible Systems: It is the responsibility of the user group to ensure that all Internet accessible systems are secured against outside attack.

Typically Internet servers will include mail, web and other public content servers. Mail servers should be securely configured, patches kept current, and must not allow relaying of un-authorized messages. Web servers must be patched appropriately and should be protected from outside attacks.

All systems that are accessible by outside sources must be secured against the SANS Top 20 list of vulnerabilities (http://www.sans.org/top20/).

Unused services must be disabled on any publicly accessible system.

Note: These requirements are subject to change.

Appendix J

Acceptable/Incidental/Unacceptable Usage

	ACCEPTABLE		INCIDENTAL		UNACCEPTABLE		
	Acceptable	**Acceptable/ Incidental**	**Incidental**	**Incidental/ Unacceptable***	**Unacceptable**	**Unacceptable (contravenes other Policies)***	**Illegal**
Stand Alone Computer	Word Processing. Doing the budget.		Preparing a roster for your children's soccer team over the lunch hour.	Preparing a roster for your child's soccer team, tying up the computer when co-workers need access.	Crashing the computer by installing a graphics-intensive multi-player combat game.	Excessive personal use of the computer.	Running a pirated version of a popular program on the computer.
Networked Computer	Sending an email to all technical coordinators with minutes of a meeting.		Emails to co-workers with birthday wishes, holiday greetings.	Sending Division-wide emails with 'puppies 4 sale' type messages.	Distributing chain email with large executable file attachments that waste limited network resources and may contain viruses.	Distributing racist or obscene jokes, pictures or graphics via email.	Making a libellous statement about a co-worker or student in an email.
Networked Computer on the Internet	Researching the latest development s in a topic with a class of students using the Internet.	An email to a colleague deals with work and the schedule for your up-coming hockey tournament.	Browsing a news site during the lunch hour to keep up with world events.	Subscribing to a newsgroup on a government Internet account that is of a personal nature.	Downloading a beta version of a program and installing it without authorization. Downloading racist, sexist, or pornographic material.	Excessive personal use of the Internet.	Downloading , storing distributing and selling child pornography

Incidental/unacceptable occurrences will be assessed on a case by case basis and reflect the mandate of the institution involved.

Note: These are examples only and not exhaustive or inclusive.

Who Can You Call if You Need Help?

Any technical issues arising within a local site are directed first to the **primary technical contact** within your organization **before** contacts are made with department representatives or service provider personnel. Local network administrators have the expertise to determine if the problem is within the local area network or if it is a CommunityNet issue.

PreK-12 Programming

Saskatchewan Educational Technology Consortium

The Educational Technology Consortium is a partnership of all major educational partners in the preK-12 sector and includes the Saskatchewan Teachers' Federation; Saskatchewan Association of School Business Officials; League of Educational Administrators, Directors and Superintendents of Saskatchewan; and Saskatchewan Learning. A board of directors comprised of senior representatives of each of these organizations provides direction for the Consortium. All school divisions are automatically members of the Consortium.

Since December 2000, the Educational Technology Consortium has been bringing together and working with all school divisions and the partners in preK-12 education to address shared needs and responsibilities for both e-business and e-learning in Saskatchewan. This includes developing and enabling a vision for e-learning, expanding e-learning resources and online learning opportunities for the benefits of all students and teachers, initiating and supporting e-business opportunities, and providing professional development opportunities for all school division staff. More information about the Consortium's activities is available at **www.sasketc.ca**. A review of the structure is currently underway.

Technology Supported Learning

Technology Supported Learning provides school-aged and adult learners with an alternative method to access high school courses. Instructional services are provided using a variety of instructional approaches and technologies. Through the Distance Learning Centre, learners can enrol in either *open* or *flexible* entry courses offered by teachers with Technology Supported Learning or *semester* courses offered by teachers who are employed by Saskatchewan school divisions and work from provincially-funded schools.

Available courses are listed in the Course Listing at the end of this section. Full course descriptions and requirements are available in the Technology Supported Learning 2007-2008 Calendar online at
www.sasklearning.gov.sk.ca/branches/elearning/tsl/courses/default.shtml

Open or Flexible Entry Courses

Students registering for open or flexible entry courses have twelve (12) months from the date of registration to complete their course and are assigned to a subject specialist. The subject specialist undertakes the responsibility of facilitation of learning and the assessment of the registered learner. Open or flexible entry courses are delivered via on-line, print or multi-mode technologies. Courses are supplemented by synchronous on-line teaching and tutoring which is available to all registered students.

Semester Courses

Students registering for semester courses will work through and complete the course within the traditional semester timelines. Semester courses involve instructors from schools across the province having, as part of their teaching assignment in their home school, the responsibility of delivering a course to learners from other schools and school divisions in Saskatchewan. The delivering teacher, school and school division

undertake the responsibility for teaching and evaluation of the registered student. Semester courses are currently delivered via interactive televised instruction (ITI), many of which use a blend of televised and on-line technologies, or on-line.

The classes follow a traditional "term" – that is, semester 1 classes must be completed by the end of January; and semester 2 classes must be completed by the end of June. Registration deadlines are: September 4, 2007 and January 21, 2008.

Non Credit K-12 Programming
Driver Education
The classroom component of the Driver Education program is offered through Interactive Televised Instruction from the Saskatoon Public School Division. Registrations are administered by Saskatchewan Learning's Technology Supported Learning Unit (formerly the Correspondence School) for a fee of $65.00 ($15 non-refundable registration fee, $50 tuition fee) per student. **Registrations, WITH PAYMENT, must be submitted by September 6, 2007.** Scheduled program dates are September 13 through to November 3, 2007 from 12:00 to 13:00.

Schools and school divisions are required to provide supervisory support for the broadcast component to ensure attendance requirements are met. The contact information (e-mail, phone number and addresses of the supervisor) should be forwarded to Ken Claffey at **claffeyk@spsd.sk.ca**. Schools are asked to make the in-car arrangements with a Driver Educator who will, for the first day of class, provide drivers handbooks, and co-pilots manuals, make arrangements for the vision exam, administer the written exam and complete Driver Examination Certificates and other related documentation. For more information contact Neil Elliott Driver Education Assessment Coordinator 306.787.2334 or email: neil.elliott@sasked.gov.sk.ca or Network Services 306.787.8123.

Art on the Air
The Art on the Air program is an innovative Artist in the School Residency that uses the E-Learning Satellite Network to bring a professional artist into distant classrooms for an interactive visual arts program. Ten classrooms (grade 7 and/or grade 8) will be selected from across the province to participate in 8 bi-weekly, regularly scheduled live, interactive televised broadcasts from February thru till May 2008. The program originates from St. Peter's school in Regina where an Artist in Residence works directly with teachers and students to present a program that inspires students to become Cultural Scene Investigators (CSI). Each broadcast features a short multi-media presentation, directed small group work and skills development through hands-on arts demonstration. Teachers participate in the broadcast with their students, facilitate small group work, and encourage their students' interaction with all participating classrooms. The classrooms contribute to the broadcast through live phone-in and by supplying student created reports and art works that are integrated into future live sessions. For more information, contact Lynda Oliver, Arts Education Consultant 306.787.6090, email loliver@sasked.gov.sk.ca or Network Services 306.787.8123.

Tune IN to the Visual Arts
The Tune into the Arts program uses the E-Learning Satellite Network to bring professional artists into distant schools. Each broadcast is targeted to specific grade levels from Grades 1 through 8. Each Session Includes:

- a 45-60 minute live televised interactive workshop with a professional artist;

- an instructional unit for classroom teachers with suggested activities to prepare the students for the special Artist in Residence broadcast and to sustain the learning following the visit
- access to a professional artist through email and phone for consultation and information

Broadcasts originate from Regina Catholic School Divisions St. Peter's School in Regina.
For more information contact Lynda Oliver, Arts Education Consultant 306.787.6090, email loliver@sasked.gov.sk.ca or Network Services 306.787.8123.

Surviving Off Campus Studies

Surviving Off-Campus Studies (SOS) is a non-Credit course offered by Northlands College in Creighton to assist students in distance or off-campus studies. The course provides helpful tips on studying, essay and exam preparation, note-taking, time management and use of on-line resources through a series of live, weekly sessions. Although targeted to learners enrolled in post secondary courses, the program is available free and may be of interest to high school students and assist them with their study skills. Originally designed with distance learners in mind, the material is relevant to all students.

ITI Course Schedule for 2007-2008

Term 1 (August 30, 2007 – January 25, 2008)

Course Name	Course Code	Start Dates	Broadcast or Teacher's Home School
Computer Science 20 (M,T,W,TH – 8:55 –9:35)	6702	August 30	Campbell Collegiate
Entrepreneurship 30 (M, T, W, TH – 11:05 – 12:04)	9201	August 30	Swift Current Comprehensive High School
French 9 (M,T,W,TH,F – 9:00 – 10:00)	0941	August 30	Viscount School
French 20 (M,T,W,TH,F – 10:05 – 11:00)	6019	August 30	Viscount School
Mathematics *B30 (M,T,W,TH,F – 13:00 – 14:00)	8405	August 30	Viscount School
Mathematics C30 (M,T,W,TH – 11:00 – 11:50)	8406	August 30	Campbell Collegiate
Psychology 30 (M,T,W,TH – 14:15 – 15:10)	8340	August 30	Campbell Collegiate

Non-credit Courses

Drivers Education (M,T,W,TH,F – 12:00 – 13:00)	Total Cost $65.00	Start Date September 10	Saskatoon Public School Div. For information, contact Neil Elliott at 306.787.2334

***Mathematics B30 will use departmental exams for final assessment.**

Term 2 (January 28, 2008 – June 28, 2008)

Course Name	Course Code	Start Date	Broadcast or Teacher's Home School
Calculus 30 (M,T,W,TH – 11:55 – 12:50)	8403	February 4	Campbell Collegiate
Creative Writing 20 (M,T,W,TH,F – 14:00– 15:00)	6024	January 28	Viscount School
French 10 (M,T,W,TH,F – 8:55 – 10:00)	4019	January 28	Viscount School
French 30 (M,T,W,TH,F – 10:00– 11:00)	8019	January 28	Viscount School
Law 30 (M,T,W,TH – 14:15 – 15:10)	8340	February 4	Campbell Collegiate
Mathematics *A30 (M,T,W,TH,F – 12:55– 14:00)	8404	January 28	Viscount School
Mathematics C30 (M,T,W,TH – 11:00 – 11:50)	8406	February 4	Campbell Collegiate

***Mathematics A30 will use departmental exams for final assessment.**

Non-credit Courses

Drivers Education (M,T,W,TH,F – 11:55 – 13:00)	Total Cost $65.00	To be determined	Saskatoon Public School Div. For information, please contact Neil Elliott at 306.787.2334
Tune IN to the Visual Arts		February 5, 2008 – May 27, 2008	St. Peter School 10 schools will be selected to participate in this program. Application forms are provided under a separate cover. For information please contact 306.787.9579.
Art on the Air		January 31, 2008 – May 29, 2008	St. Peter School 10 schools will be selected to participate in this program. Application forms are provided under a separate cover. For information please contact 306.787.9579.

Registration

The 2007-2008 registration form for open or flexible entry and ITI courses are available on the accompanying CD or at:
http://www.sasklearning.gov.sk.ca/branches/elearning/tsl/registration/forms/default.shtml or

Full registration, withdrawal and fee policies can also be found on-line at
http://www.sasklearning.gov.sk.ca/branches/elearning/tsl/services/ITI.shtml or
http://www.sasklearning.gov.sk.ca/branches/elearning/tsl/

Textbooks

Associated text books (if required) are the responsibility of the sponsoring school, agency, or student.

Available preK-12 Courses 2007-08

	Delivery Methods			Delivery Methods	
	TSL	ITI		TSL	ITI
Accounting 10 (5205)	P		French 10 (4019)	P	•
Accounting 20 (7205)	P		French 20 (6019)	O	•
Accounting 30 (9205)	O		French 30 (8019)	P	•
Biology 20 (6211)	O		Interior Design 30 (8857)	P	
Biology 30 (8211)	P		Law 30 (8339)	O	•
Calculus 30 (8421)	O	•	Life Transitions 30 (8600)	P	
Chemistry 20 (6212)	O		Mathematics 10 (4403)	P	
Chemistry 30 (8212)	O		Mathematics 20 (6403)	P	
Computer Science 20 (6702)	O	•	Mathematics A30 (8404)	P	•
Computer Science 30 (8702)	O		Mathematics B30 (8405)	P	•
Creative Writing 20 (6024)		•	Mathematics C30 (8406)	P	•
Driver Education (4605)		•	Native Studies 10 (4309)	O	
English Language Arts A10 (4017)	O		Physical Education 20 (6603)	O	
English Language Arts B10 (4018)	P		Physics 20 (6213)	O	
English Language Arts 20 (6017)	O		Physics 30 (8213)	O	
English Language Arts A30 (8017)	O		PAA Survey 10: Preparation for Employment (4047/4048)	O	
English Language Arts B30 (8018)	P		Psychology 20 (6340)	O	
Entrepreneurship 30 (9201)	P	•	Psychology 30 (8340)	P	•
Food Studies 30 (8858)	P		Science 10 (4214)	P	
French 9		•	Social Studies 30: Canadian Studies (8307)	P	

P=Print
O=Online
ITI = Interactive Televised Instruction

Post-Secondary Programming

Campus Saskatchewan

Campus Saskatchewan is a partnership of Saskatchewan's public post-secondary institutions. It provides a single pathway to adult and post-secondary education and training offered via the Internet, televised, independent study, off-campus courses and multi-mode methods.

Campus Saskatchewan's web site provides access to resources and services to help learners achieve their educational goals, including information about registration, admissions, financial aid and library services. The web site also provides resources for the faculty and staff of Saskatchewan's post-secondary institutions to help them in their understanding and their development of technology enhanced learning.

During the 2007-2008 academic year, Saskatchewan's universities, SIAST and Aboriginal institutions will be offering a broad range of courses through various technologies. Individuals are advised to confirm the current status of a course, scheduling and other related information with the delivery institution.

Saskatchewan's Regional Colleges provide a variety of services that support learners, including operation of satellite network learning sites, access to computers and other required equipment, career and academic counselling, and other learner services.

Learners must enrol in courses through the post-secondary institution that offers the course. Once registered in a program at any member institution, learners can take courses from any other member institution by using the Campus Saskatchewan Common Visiting Student Application & Course Approval Guide and Form.

Campus Saskatchewan is responsible for the Saskatchewan Council for Admissions and Transfer (SaskCAT) which has the mandate of building a province-wide credit transfer system. Campus Saskatchewan also supports a number of workshops, conferences and forums throughout the academic year.

Visit **www.campussaskatchewan.ca** for more information about the partnership and its initiatives.

SASKATCHEWAN INDIAN INSTITUTE OF TECHNOLOGIES

Saskatchewan Indian Institute of Technologies

Saskatchewan Indian Institute of Technologies (SIIT) has been offering training and education programs to First Nations adults for twenty-eight years. Our programs prepare graduates to meet the challenges of the work place. Our partnerships with industry and government result in programs and projects that meet the current job market needs.

In addition to televised sessions in community services and addictions, SIIT offers a variety of online courses/programs in the areas of employment development and management, childcare and daycare operation, and online facilitation.

SIIT delivers programming at campuses located throughout the province. Community-based training is delivered when requested. Various programs are delivered through joint-management arrangements with Tribal Councils. SIIT delivers a variety of programming as follows:

Certified Programming

SIIT collaborates with the provincial universities and other educational institutions to deliver diploma (two years), certificate (one year) and trades programs. SIIT enhances the curriculum of some of these programs to reflect the unique training needs of SIIT students. As First Nations evolve, their training needs change as well. SIIT develops unique programming that is not available at existing provincial institutions. The programs are designed to strike a balance between the technical and educational skills required and the cultural traditions and knowledge of the students.

Partnering with Industry

SIIT actively seeks partnerships with industry and employment sectors to deliver training programs that are directly linked to employment for the graduates.

Academic Preparation

A variety of academic and personal upgrading programming options are available for First Nations adults, ranging from literacy programming to Adult Grade 12 to post-secondary preparation programs at SIIT. The demand in this area continues to grow each year.

For further information, including course delivery dates, please visit the following website: www.siit.sk.ca or contact the SIIT Registrar at: 306.244.4444 or 1-800-667-9704.

Gabriel Dumont
Institute

GABRIEL DUMONT INSTITUTE
OF NATIVE STUDIES AND APPLIED RESEARCH

Gabriel Dumont Institute

The Gabriel Dumont Institute of Native Studies and Applied Research (GDI) is the official educational affiliate of the Métis Nation – Saskatchewan. GDI offers a variety of accredited educational, vocational and skills training opportunities for the province's Métis in partnership with the University of Regina, the University of Saskatchewan, the Saskatchewan Institute of Applied Science and Technology, the province's various regional colleges and the Métis Employment and Training of Saskatchewan Inc.

GDI provides the following programs to the province's Métis and non-Aboriginal communities:

The Saskatchewan Urban Native Teacher Education Program: A four-year teacher education program located in Prince Albert, Saskatoon and Regina.

Gabriel Dumont College: Provides the first two years of a Bachelor of Arts and Science degree for both Métis and non-Métis offered in Saskatoon and in Prince Albert.

Dumont Technical Institute: Designs, develops and delivers Adult Basic Education, skills training, vocational and cultural programs centered in Saskatoon, but with programming province-wide.

Publishing Department: Publishes Métis-specific learning resources and maintains a museum, archives and The Virtual Museum of Métis History and Culture (www.metismuseum.ca) based in Saskatoon.

Métis Cultural Development Fund: Provides funding to the province's Métis community for activities that preserve, strengthen and transmit Métis culture and traditions. Delivered in partnership with SaskCulture Inc.

Napoleon LaFontaine/Gabriel Dumont Institute Scholarship Foundation /SaskEnergy Scholarships: For Métis living in Saskatchewan who are enrolled or planning to enrol in an accredited post-secondary institution in Saskatchewan.

For further information about GDI, visit the Institute's website at **www.gdins.org** or call the information desk at 306.934.4941.

The Gabriel Dumont Institute Mission Statement: *To promote the renewal and development of Métis culture through research, materials development, collection and the distribution of those materials and the development and delivery of Métis-specific educational programs and services.*

First Nations
University

First Nations University of Canada

First Nations University of Canada (formerly SIFC) offers a vast selection of distance learning courses. From languages and linguistics to educational psychology classes, our distance learning courses are distinctly unique in the ways in which they reflect the mission of the college.

The mission of the First Nations University of Canada is to enhance the quality of life, and to preserve, protect, and interpret the history, language, culture, and artistic heritage of First Nations.

The University will acquire and expand its base of knowledge and understanding in the best interests of First Nations, and for the benefit of society, by providing opportunities of quality bi-lingual and bi-cultural education under the mandate and control of the First Nations of Saskatchewan.

We are a First Nations controlled University-college which provides educational opportunities to both First-Nations and non-First-Nations learners selected from a provincial, national, and international base.

Learners wishing to take a First Nations University of Canada distance learning course must be admitted or re-admitted to the University of Regina before they can register. Please see the University of Regina section of this document for entrance requirements and procedures.

For information on any of our off-campus programs, please contact us directly or visit our Website at: www.firstnationsuniversity.ca. Information is also available at your local regional college or SIAST office.

University of
Regina

University of Regina

Televised instruction is continually growing at the University of Regina as we offer courses which have been successful in the past, and attempt to offer new courses which we feel would be of interest to the Learners and beneficial to their programs. Our televised courses provide learners with the opportunity to complete degree-credit courses throughout Saskatchewan. All degree-credit courses are taught by qualified University of Regina instructors.

As a Site Attendant for the University of Regina courses, we ask that you take the responsibility of helping to secure an effective learning environment for each learner at your site, ensuring:

- that the doors are open for the learners at an appropriate time;
- the equipment is turned on and running before the class begins;
- that exams are collected and packaged as quickly as possible; and
- assignments and exams are distributed back to the learners in an effective manner.

In order to evaluate our program and instructors, we rely on feedback from our learners, Site Attendants and Site Coordinators. If you have any suggestions, comments, or concerns, please do not hesitate to contact Terri Allard, Coordinator, Distance Learning Division, at any time. For contact information and office hours please see the **Contact List** section of this manual.

The U of R's Information Guide is available online at:
http://www.uregina.ca/cce/offcampus

Important Dates

Fall 2007 (Term 1)

March 15, 2007	Registration commences for Fall 2007 courses
September 4, 2007	First day of Term 1 lectures (200730)
September 6, 2007	No Classes U of R Celebration Day
September 10, 2007	Last day to apply for admission/readmission (all required documents must be received by Admissions)
September 10, 2007	Last day to add or change courses
September 17, 2007	Last day to drop a course without a transcript record
September 17, 2007	Last day for 100% refund for dropped courses
October 1, 2007	Last day for full payment of fees without a penalty
November 15, 2007	Last day to drop a course without a failing grade

Winter 2007 (Term 2)

November 6, 2007	Registration commences for Term 2 (200810) courses
January 7, 2008	First day of Term 2 lectures for (200810) courses

January 11, 2008 ..... Last day to apply for admission/readmission (all required documents must be received by Admissions)
January 11, 2008 ..... Last day to add or change courses for Term 2
January 18, 2008 ..... Last day to drop a course without a transcript record
January 18, 2008 ..... Last day for 100% refund for dropped courses
February 1, 2008 ..... Last day for full payment of fees without a penalty
March 17, 2008..... Last day to drop a course without a failing grade

Admission and Registration

All learners must be admitted or re-admitted (if not registered in the past six semesters) to the University of Regina before they can register in a televised course. First-time applicants must submit a completed ***Application for Admission*** form, available at all regional colleges or SIAST campuses, along with a $60.00 non-refundable application fee to Admissions, Office of the Registrar. Learners can also apply for admission online at http://www.uregina.ca/admissions. For further information on admission, and to access printable forms, please check the website.

Learners who have been admitted may register for a Fall 2007 (200730) televised course by calling the **Distance Learning Registration Clerk** at **306.585.4114**, or online at www.uregina.ca/WebServicesforStudents. Registration forms for course additions, withdrawals, and changes are available at all regional colleges and SIAST campuses and can be sent by fax or mail to the Distance Learning Registration Clerk. Forms are also available online.

Please note that learners are not allowed to attend courses for which they are not registered - *if they do not appear on the class list, they are not officially registered* and should contact their faculty office or the Distance Learning Registration Clerk immediately. As well, learners who are registered and are unable to or choose not to attend must officially drop the course(s), in order to avoid financial and academic penalties. The University of Regina does not cancel registration on the basis of non-attendance. Learners who do not formally withdraw are liable for assessed tuition fees and failing grades.

Fees: Fall 2007/Winter 2008

Application/Admission Fee (for first time applicants-**non-refundable**)..... $60.00
Tuition (per 3 credit hour course)..... $407.55
Academic Services Fee (0-8 credit hours)..... $38.00
Academic Services Fee (9 or more credit hours)..... $50.00
Course Differential Fee (per credit hour; based on faculty):
Business Administration; Engineering; Fine Arts; Journalism; Kinesiology & Health Studies; Science..... $20.45
Arts $11.25
Education; Social Work $15.85

Textbooks, materials, and/or other applicable fees are not included in the above fees. **All fees including tuition fees are subject to change without notice.** Current information can be found at:
http://www.uregina.ca/presoff/vpadmin/policymanual/students/90200501.html

Senior Citizens

Learners, 65 years of age or older, who wish to register, either on a credit or audit basis, will have their tuition fees waived. Lab and other applicable fees will be assessed. Learners need to indicate that they wish to have their tuition fees waived for this reason when they register.

Payment

All fees are due and payable on the day lectures begin. **Invoices will not be sent to learners.** Please contact **Financial Services** for information regarding fees, or check UR Self-Service at: www.uregina.ca/webservicesforstudents/. The last day for full payment of fees without penalty is **October 1** for the fall semester and **February 1** for the winter semester. Payment can be made by cheque, VISA or MasterCard, at the learner's bank, or through online banking. All payments should include the learner's name and student number.

Textbooks

Learners will receive a ***Textbook Order*** form with their confirmation of registration. Please advise learners to submit their textbook order as soon as possible, to ensure that their book(s) arrive on time. Textbooks can be ordered through the University of Regina Bookstore by phone, fax, mail, or online at www.uregina.ca/bookstore.

UR Self-Service (Web Services for Students)

UR Self-Service, http://www.uregina.ca/webservicesforstudents/, is available for learners to check current registration, class schedules, registration holds, grades, and transfer credits, order and pay for textbooks, settle accounts by credit card, and to print a confirmation of enrolment or unofficial transcript. After selecting *Login to UR Self-Service*, learners will be prompted to enter their USER ID (student number) and PIN (birth date - YYMMDD if registered prior to March 13/02; DDMMYY if registered after March 13/02). For more information or assistance, please contact the Help Desk at (306) 585.4685.

Televised Programs Secretary

Support for televised courses is provided by Peggy Racette, Televised Programs Secretary. She is responsible for sending out: class lists, due date schedules and evaluation forms; learner information packages; and course outlines. She also arranges the mailing out of assignments, tests, quizzes, dubs of classes and exams to all sites, and keeps records of the same. Her efforts try to ensure the quickest turn-around possible.

Course Facilitators

The Distance Learning Division will hire course facilitators, at the request of the instructor(s), for sites witn 6 or more learners enrolled in a course. Facilitators are responsible for providing learning support, leading class discussions, encouraging participation and interaction with the instructor as well as with other sites, distributing returned assignments, and invigilating exams for that course.

Recording of Televised Courses Policy

If your site chooses to record a course, you should record over each class on a weekly basis. For instructional and copyright reasons, do not keep copies beyond the one-week period. Some instructors may ask that no copies be given without his or her permission - your site will be notified of this at the beginning of the term. If you keep a copy of a class without permission, you may be **violating** both **copyright law** and **regulations** regarding the intellectual property of instructors, and **could be held legally responsible for this**.

If a transmission difficulty has been reported by your site to the SCN Help Desk, a DVD or VHS copy of the class will automatically be sent by courier to your site by the Televised Program Secretary. If a copy is needed for some other reason, a ***DVD/Videotape Request*** form must be completed and faxed to the Televised Program Secretary. These forms are distributed to sites each term. **Please return the DVDs/videotapes as soon as possible.**

If a learner is unable to attend a course on a regular basis, or is abusing the use of DVDs/VHS, please contact Terri Allard.

2007 Fall Semester Televised Courses

(for course description see www.uregina.ca)

TIME (PM)	MONDAY Sept. 10- Dec. 3	TUESDAY Sept. 4 – Dec. 4	WEDNESDAY Sept. 5- Dec. 5	THURSDAY Sept. 13 – Nov. 29
1:00-3:45		*KHS 139	ENGL 100 (FNUC)	
4:00-6:45	INAH 100 (FNUC)	WMST 100	CREE 100 (FNUC)	SW 470
7:00-9:45			PSYC 101	

***KHS 139 has a mandatory lab component.**

***KINESIOLOGY & HEALTH STUDIES 139 - Movement Education (3 credit hours)**
1:00 - 3:45 p.m., Tuesday, September 4 - December 4
Instructor: June LeDrew
***Note:** This course has a mandatory lab component. STUDENTS MUST ATTEND ALL 3 LABS IN ORDER TO PASS THIS COURSE. Labs will be held in lieu of lectures on each of the following Tuesdays: September 25, October 23, and November 20 (times TBA). Students must attend at a designated lab site on each of these dates, locations TBA.

PSYCHOLOGY 101 - Introductory Psychology A (3 credit hours)
7:00 - 9:45 p.m., Wednesday, September 5 – December 5
Instructor: Donald Sharpe
Note: Introductory Psychology is divided into two courses of 3 credit hours each. These two courses, PSYC 101 and PSYC 102, may be taken in either order but the full 6 credit hours must be completed prior to taking any other psychology courses.

Students who have passed former PSYC 100 may not receive credit for either of PSYC 101 or 102, and they may take courses for which PSYC 101 and PSYC 102 are the prerequisite.

SOCIAL WORK 470 - Social Work in Health Settings (3 credit hours)
4:00 - 6:45 p.m., Thursday, September 13 - November 29
Instructor: Fay Schuster
Prerequisite: Completion of 30 credit hours. This prerequisite does not apply to First Nations University of Canada, Yukon BSW or Aurora CSW students.

WOMEN'S STUDIES 100 - Introduction to Women's Studies (3 credit hours)
4:00 - 6:45 p.m., Tuesday, September 4 – December 4
Instructor: Patricia Miller-Schroeder

Please contact Debra Kinequon at FNUC regarding the following televised courses:

CREE 100 (FNUC) - Elementary Cree I (3 credit hours)
4:00 - 6:45 p.m., Wednesday, September 5 – December 5
Instructor: Solomon Ratt
Note: Students with standing in CREE 100 will not receive credit for CREE 104.

ENGLISH 100 (FNUC) - Critical Reading and Writing I (3 credit hours)
1:00 - 3:45 p.m., Wednesday, September 5 – December 5
Instructor: Ted Bowen
Note: English 100 is a requirement for graduation from all degree programs offered by the University of Regina. Students should be aware that failing English 100 could result in their ineligibility to graduate from any degree program at the U. of R.

INDIAN ART HISTORY 100 (FNUC) - An Introductory Survey of North American Indian Art
4:00 - 6:45 p.m., Monday, September 10 - December 3
(3 credit hours)
Instructor: Carmen Robertson

2008 Winter Semester Televised Courses

TIME (PM)	MONDAY Jan. 7 - Apr. 7	TUESDAY Jan. 8 - Apr. 8	WEDNESDAY Jan. 9 - Apr. 9	THURSDAY Jan. 10 - Apr. 10
1:00-3:45	MU 100	ENGL 100 (FNUC)	ENGL 110 (FNUC)	
4:00-6:45	SOC 208		CREE 101 (FNUC)	KHS 168
7:00-9:45		HJ 201	PSYC 102	

HJ 201 - Introduction to Justice (3 credit hours)
7:00 - 9:45 p.m., Tuesday, January 8 - April 8
Instructor: Loretta Gerlach

Prerequisite: Completion of 15 credit hours

KHS 168 - Human Anatomy (3 credit hours)
4:00 - 6:45 p.m., Thursday, January 10 - April 10
Instructor: Daysha Shuya

MU 100 - Music Appreciation (3 credit hours)
1:00 - 3:45 p.m., Monday, January 7 - April 7
Instructor: Richard Raum
Note: Not available for credit in BMus, BMusEd, or BA (Music) programs

PSYCHOLOGY 102 - Introductory Psychology B (3 credit hours)
7:00 - 9:45 p.m., Wednesday, January 9 - April 9
Instructor: Donald Sharpe
Note*:* Introductory Psychology is divided into two courses of 3 credit hours each. These two courses, PSYC 101 and PSYC 102, may be taken in either order but the full 6 credit hours must be completed prior to taking any other psychology courses. Students who have passed former PSYC 100 may not receive credit for either of PSYC 101 or 102, and they may take courses for which PSYC 101 and PSYC 102 are the prerequisite.

SOCIOLOGY 208 - Inequality and Social Justice (3 credit hours)
4:00 - 6:45 p.m., Monday, January 7 - April 7
Instructor: Lori Walker
Prerequisite: Any 100-level course in the social sciences, or permission of department head.

FIRST NATIONS UNIVERSITY OF CANADA (FNUC):

****Please contact Debra Kinequon at FNUC regarding the following televised courses:****

CREE 101 (FNUC) - Elementary Cree II (3 credit hours)
4:00 - 6:45 p.m., Wednesday, January 9 – April 9
Instructor: Solomon Ratt
Prerequisite: CREE 100

ENGLISH 100 (FNUC) - Critical Reading and Writing I (3 credit hours)
1:00 - 3:45 p.m., Tuesday, January 8 - April 8
Instructor: Ted Bowen
Note: English 100 is a requirement for graduation from all degree programs offered by the University of Regina. Students should be aware that failing English 100 could result in their ineligibility to graduate from any degree program at the University of Regina.

ENGLISH 110 (FNUC) - Critical Reading & Writing II (3 credit hours)
1:00 - 3:45 p.m., Wednesday, January 9 - April 9
Instructor: Ted Bowen
Prerequisite: ENGL 100
Note: Students who have passed former ENGL 100 (4 credit hours) or former ENGL 120, 130, or 140 may not receive additional credit for ENGL 110.

University of
Saskatchewan

UNIVERSITY OF SASKATCHEWAN

University of Saskatchewan

University of Saskatchewan has the Centre for Continuing and Distance Education (CCDE), which provides innovative, alternative and flexible forms of education, was formally established on July 1, 2006. The CCDE includes all offices and staff of the former Extension Credit Studies. Its areas of activity include continuing education and life-long learning (non-credit classes, workshops and certificate programs) and coordination of on- and off-campus delivery of degree credit classes that are offered using televised, online, correspondence, or a combination of these methods. The new CCDE will continue to focus on providing educational opportunities for those who wish to enhance their development, expand their qualifications and stay current with the trends in their field of expertise.

Televised classes give learners the opportunity to take University of Saskatchewan degree credit classes throughout the province. All classes are taught by highly qualified University Instructors.

Televised classes are comprised of lectures (most live, some taped), a live televised interactive discussion with the instructor each week, a discussion period among learners at each site, locally-based tutors or proctors to facilitate discussion and learning at sites that have six or more learners, telephone access to the instructor at no charge and specially developed print packages to guide you through the lectures, assignments and textbooks. Many classes will also have an online component. Classes are offered at up to 50 regional college or SIAST distance learning sites in Saskatchewan.

We hope that you find the following information useful when dealing with the University of Saskatchewan classes using E-Learning Network facilities. If any of this information is not clear, or you have a question that is not answered in this document, please do not hesitate to call the Centre for Continuing and Distance Education.

General information on the Centre for Continuing and Distance Education is available online and can be accessed at: www.distancelearning.usask.ca. Complete registration information is available at: students.usask.ca/academic/registration

Important Dates

2007 Fall

Aug. 15	Closing date for new applications for the first year full-time Agriculture or Arts and Science program at Kindersley, La Ronge, Melfort, North Battleford, Prince Albert and Yorkton; closing date for new applications for the first year full-time Agriculture program at Swift Current, Estevan or Weyburn.
Sept. 1	Deadline for applications for admission to Open Studies for first-term and second-term classes.
Sept. 5	Term 1 lectures begin
Sept. 18	Last day to add/change two-term classes and first-term classes

Nov. 12	University closed in lieu of Remembrance Day, no lectures
Nov. 15	Last day for withdrawing from first term classes without academic penalty
Dec. 3	Last day of lectures, Term 1

2008 Winter

Jan. 1	Deadline for applications for admission for Open Studies for second-term classes
Jan. 3	Term 2 lectures begin
Jan. 15	Last day for making changes in second-term classes
Feb. 15	Last day for withdrawing from two-term classes without academic penalty
Mar 14	Last day for withdrawing from second-term classes without academic penalty
April 7	Last day of lectures, Term 2

Admission and Registration

All learners must be admitted to the University of Saskatchewan before registering in a televised course. If you have already taken a course from the University, you may register for any of the classes, as long as you have the necessary prerequisites, and do not have to re-apply for admission. ***Application for Admission*** forms are available from your local regional college, SIAST office or the University's Student and Enrolment Services. The University of Saskatchewan now accepts applications online at: explore.usask.ca/admission.

Registration is now done online through PAWS (Personalized Access to Web Services). Learners will need an NSID and password to use PAWS to register. New applicants will receive this information with their confirmation of admission. Current learners can contact Student Central to obtain this information. Please see the **Contact Lists** section for relevant numbers.

Registration Steps

- Check **access dates** to see when you can begin registering (students.usask.ca/academic/registration/access/)
- Log into **PAWS** (paws.usask.ca)
- Select the **Academics Tab**
- Select **Student Services** in the **Academic Services** channel
- Select **Registration**
- **Register** by clicking in the box beside the desired class or classes

Textbooks

Lists are available from the CCDE.

Video-tapes

Due to budget restrictions, we will no longer provide sites with videotapes to tape lectures. Sites are not required to tape or store videotapes. Your site may keep any U of S videotapes you currently have and re-use these to tape lectures if you wish. Tape labels for each class are available from the CCDE.

Back-up copies of each lecture will be available should something go wrong during a class. Call the Help Desk during the class or call PK at the CCDE the next morning (306-966-5554 or fax 306-966-5590). Back-up tapes will be immediately shipped to you by Priority Post.

Copyright restrictions allow only the learners, proctors/tutors and Distance Learning Site Coordinators to have access to any videotaped lectures.

It is the responsibility of the learner to attend lectures as scheduled. If there is a legitimate reason for a learner to not attend lectures (i.e., illness), we can make special arrangements for that person to borrow videotapes or DVD's through our office.

Proctors

Proctors will be hired by the University to facilitate each course that has an enrolment of 6 or more learners at a given site. Proctors will view the televised lecture with the learners, facilitate local discussion and aid in the interactive discussions between sites throughout the province and the instructor in the studio in Saskatoon, act as a resource person for the class and invigilate examinations.

Tutor/Markers

Tutor/Markers have the task of marking assignments and examinations, and providing tutoring to learners who have course content questions or questions about assignments. Tutor/Markers are usually based in Saskatoon, though we may hire a local person to act as both proctor and tutor/marker for a class if that person has the appropriate qualifications. Learners will be sent information on who has been assigned to act as tutor/marker for their site.

Assignments

It is the responsibility of the learner to mail or fax all assignments to the Centre for Continuing and Distance Education Office. Learners will be supplied with the materials necessary to submit assignments. **Learners will not be asked to hand any assignments to distance learning site staff**. All assignments will be sent back to the proctor for distribution so the proctor can gauge the progress of the learner and give additional help if necessary. If a site does not have a proctor, an assignment will be returned directly to the learner via first class mail.

The CCDE maintains a log book of all assignments and exams received. If a learner is missing an assignment or exam, have him or her phone our office and we can tell if it has been 1) received, 2) marked, and 3) sent back to the learner or proctor. Learners are asked to keep a copy of all assignments in case the original gets lost in the mail. The learner should contact the tutor/markers directly for questions regarding marks.

Invigilation of Examinations

A standard contact person is required at each site to accept examination materials and ensure that an invigilator is present at exams. At sites without a proctor, all examination materials will be forwarded to the Distance Learning Site Coordinator.

Examination materials will be forwarded 7-10 days before the scheduled examination date. They should be treated as highly confidential and kept locked up. A class enrolment list will be forwarded with the examination materials. If a learner shows up to write the examination and is not on the enrolment list, and no prior special arrangements have been made, please contact the CCDE the next business day. The learner can write the examination, but will not receive credit for it if he/she is not officially registered.

Final Examinations

It is not possible to reschedule final examinations. There may be learners writing the same final examination at over 30 sites throughout the province. It is extremely important, however remote the possibility of cheating may be, that we try to avoid even the slightest hint of examination impropriety. Therefore, it is vital that the final examinations be written on the same day at the same time by all learners. If a learner has a valid reason for not being able to write the final examination at the scheduled time, he/she should arrange for a deferred examination.

Deferred Examinations

Midterm Exam

If the examination missed is a midterm, the learner should contact the *course instructor* immediately to arrange an alternate examination date.

Final Exam

If the examination missed is a final, the learner must apply in writing for a deferred examination, within three days of the missed examination. A deferred examination may be granted if a learner is absent from an examination for medical or compassionate reasons.
Learners should apply to the faculty in which they are enrolled. The request should include documentary evidence supporting deferral, such as a written statement from a medical doctor or clergyman. Once the request has been approved, the learner will be contacted by Student and Enrolment Services regarding fees and other details.

Responsibilities of the Learners

Class lists for all University classes offered at your site will be sent to you.

The learner is responsible for ensuring that his/her registration is complete and accurate. Registration can be checked on their PAWS account at any time. If you have any problems with student registration, please call PK Virdi at the CCDE

It is the responsibility of the learner to submit assignments to the appropriate person/office on time. All learners will be provided with information on where and when to submit assignments. Learner will never be asked to submit anything to the Distance Learning Site Coordinator.

It is the responsibility of the learner to attend lectures, group sessions, audio-conferences, etc. as scheduled. Learners are not allowed to interfere with the orderly progress of lectures or interfere with the freedom of others to communicate, discuss

and explore ideas in any reasonable way. If you have a learner who is consistently disruptive, please contact Cheri Spooner at the CCDE.

2007-2008 Televised Courses

English 113 (ENG 113)
Literature and Composition: Reading Narrative
January 3 – April 3/08 (excluding February 21)
Thursdays: 7:00 to 10:00 p.m.
Final Exam: April 10/08, 7:00-10:00 p.m.
Instructors: Terry Matheson and Barry Popowich

English 114 (ENG 114)
Literature and Composition: Reading Culture
September 6 – November 29/07
Thursdays: 7:00 to 10:00 p.m.
Final Exam: Dec. 6/07, 7:00-10:00 p.m.
Instructors: Terry Matheson and Barry Popowich

History 151 (HIST 151)
Canadian History from the Pre-Contact Period to 1867
September 11 - November 27/07
Tuesdays: 4:00-6:50 p.m.
Final Exam: December TBA/06
Instructor: Michael Cottrell & Jason Zorbas

History 152 (HIST 152)
Post-Confederation Canada
January 8 - April 1/08 (excluding February 19)
Tuesdays: 4:00-6:50 p.m.
Final Exam: April TBA/07
Instructor: Michael Cottrell & Jason Zorbas

Native Studies 105 (NS 105)
Local Aboriginal Peoples
September 10 – December 3/07 (excluding Oct. 8 & Nov. 12)
Mondays: 7:00 to 10:00 p.m.
Final Exam: December 10/07, 7:00-10:00 p.m.
Instructor: Bob Lindsay

Native Studies 106 (NS 106)
Aboriginal Canada
January 7 – April 7/08 (excluding February 18)
Mondays: 7:00 to 10:00 p.m.
Final Exam: April 14/08, 7:00-10:00 p.m.
Instructor: Bob Lindsay

Political Studies 111 (POLS 111)
Democracy in North America
September 5 – November 28/07
Wednesdays: 7:00 to 10:00 p.m.
Final Exam: December 5/07, 7:00-10:00 p.m.
Instructor: Will Bueschert

Political Studies 112 (POLS 112)
Political Ideas and Change in a Global Era
January 9 – April 2/08 (excluding February 20)
Wednesdays: 7:00 to 10:00 p.m.
Final Exam: April 9/08, 7:00-10:00 p.m.
Instructor: Will Bueschert

Sociology 110 (SOC 110)
Introduction to Sociology
September 11 - November 27/07; January 8 - April 1/08
(excluding February 19)
Tuesdays: 7:00-10:00 p.m.
Final Exam: April 9/08, 7:00-10:00 p.m.
Instructor: Bryan Puk

SIAST

Putting knowledge to *work*.

Instead of going to SIAST, SIAST can come to you!

To increase your access to programs and courses, SIAST provides education and training that is delivered "virtually". In most cases, the instructor and learner are physically distant from each other; however, traditional classroom learners can also take advantage of technologies to enhance their learning.

SIAST produces and offers new courses annually. The courses are available in a variety of subject areas and use various learning methods. They are equivalent to SIAST's on campus courses. Generally, the learner must meet the admission requirements (including pre-requisites) as outlined for each on campus program.

Televised courses are credit towards SIAST certificates and diplomas and may be applicable to more than one program. Transferability of credit may also exist with other institutions.

Learners enrolled in a SIAST televised course will gather at designated times at a distance learning site in their area to view the televised presentation, participate in group activities and interact with the instructor.

Online courses and programs are available to increase learning opportunities for all learners who want technical/vocational and basic education training wherever they live or whatever their work and home schedules might be. These courses are credit to many SIAST programs and transferability may exist with other institutions.

For more information please contact a SIAST Campus or visit the SIAST website at: www.siast.sk.ca/virtualcampus/educationtraining/

Learners should register at least two weeks before courses start to ensure receipt of course materials. It is the learner's responsibility to ensure that he/she has met all admission requirements. Registration forms are available from SIAST Campuses and Regional Colleges or may be printed from the SIAST website.

SIAST Palliser Campus

Business & Agriculture Division

P.O. Box 1420
MOOSE JAW SK S6H 4R4

The following pages provide information on the Palliser courses being offered via televised/home study in the 2007/2008 school year.

Please note that it is the learner's responsibility to confirm the physical location of the E-Learning Network (live) broadcasts at the distance learning site at which they have registered. This will prevent any last minute confusion and the potential for missing their first live session. It is also important that the learner indicate the distance learning site at which they plan on writing their exams (at the time of their registration).

APPLICATION/REGISTRATION/TUITION/REFUNDS

It is **not** necessary to complete a SIAST admission form or pay the related $40 fee.

Registrations can be made:

1. By Telephone at 694.3257By Fax at 694.3094
2. By Mail
3. In person at Palliser Campus Registration Office

Please note the following conditions:

- Registrations should be completed two weeks prior to the start of a course to ensure sufficient time to have the required materials sent to the student. Registrations made after this time are accepted at the discretion of Palliser Campus.

- Tuition is listed under each course description and is payable to SIAST Palliser Campus (Visa and MasterCard are accepted). **Payment is due by the start of the class.**

Refunds

- Students who discontinue 14 calendar days or more prior to the start of their extension, correspondence or online course are entitled to a full refund of their tuition fee.

  If notification is received after the 14 calendar days but, up to and including one working day prior to the commencement of the third class, or third week whichever comes first, students are entitled to a full refund of their tuition fee less the administration fee posted in the SIAST Fee Schedule ($50.00). For correspondence and online courses with no scheduled classes, notification must be received before the third working day after the course start date, however special circumstances will be considered on a case by case basis.

  No refund for discontinuation from an extension, correspondence or online course after the above refund deadlines.

Textbook/Materials Purchase
It is the student's responsibility to order and pay for his/her books and materials. Books and related materials are sent directly to each student after Palliser has received payment for them (i.e. Visa, Mastercard, cheque, in person, etc.). No items will be shipped until this payment has been received by Palliser. Students are encouraged to request and pay for their books when they first apply for a course so that their required printed material will be in their hands prior to course commencement. Tuition and text charges are separate items; however, students can pay for both at the same time through two separate transactions if they choose.

Textbook/Materials Return
You will have 14 days from the start date of your class to return books. Any shrink-wrapped materials are non-returnable if opened. All returns must be sent prepaid - collect shipments will not be accepted. All returns must include name, address and method of payment. If a credit card was used, please include the card number and expiry date.

Inquiries/information on textbook/material returns should be directed to Steve Brydges in the bookstore. (694.3236)

METHOD OF INSTRUCTION
Classes are delivered through the E-Learning Satellite Network closed circuit network and independent home study videos/DVD's and print packages or on-line. These classes may have study guides/manuals and textbooks as part of their course packages. Lectures will be given on the E-Learning Satellite Network and/or on pre-taped videos/DVD's provided directly to the student or on-line. Students are given the opportunity to talk to their instructors and have their questions answered during live broadcasts and/or during designated tutorial phone sessions or through on-line communications.

Midterm and final exams will be written in all classes and these will be held at the student's designated E-Learning Satellite Network site.

NOTE:
a. BCOM 121 (Module B) requires a student to gather their own audience and video their oral presentations; these videos are sent to the campus for the instructor to evaluate.
b. *COMP 120 has labs as part of their curriculum. These can be done at the student's home (if he/she has the required hardware/software) **OR** at any other site arranged by the student. **Note:** the need for students to arrange their own computer access for completing their work/studies.
c. On-line students should confer with the identified course instructor regarding the hardware and software requirements
d. The pass mark for all classes is 60%.

ASSIGNMENTS
For SCN/Home Study Video/Distance Education classes, pre-addressed envelopes are provided to students as part of the printed materials package. Students should send their assignments directly to Palliser Campus in these envelopes. Items being returned to the students are mailed back to the individual. Each student's assignment should be clearly labelled (name, course, SITE at which the class is being taken, assignment #, etc.) and appropriately attached together when submitted. Students are advised to keep a copy of their assignment(s) in the event that their original submission is lost during transit.

***COMP 120 will have the option of submitting assignments electronically. All on-line course offerings will have their assignments handled electronically.**

CREDIT

The classes listed in this material carry credit towards the Palliser Campus two year Business Diploma Program, one year Business Certificate Program, one year Office Education Certificate Program, two year Office Automation/Administration Diploma Program and/or the Human Resource Certificate Program. It is important that the student determine that any class he/she takes is appropriate to the program they are pursuing.

Transferability of credit also exists with many other institutions including: CMA, CGA, Woodland Campus, University of Regina, University of Saskatchewan, Athabasca University, Lethbridge University, Institute of Canadian Banks, Purchasing Management Association of Canada, and others.

The Palliser Campus Business Certificate Program is comprised of the following (13) classes:

ACCT 122	ECON 120	ADMN 126	BCOM 120	COMP 120	STAT 120	HR 120
ACCT 125	ECON 121	FIN 120	BCOM 121	MKTG 120	COAP 137	

Upon successful completion of the thirteen courses, the student will be eligible to receive a Business Certificate, after applying for graduation and paying a fee of $30.

During the course of a school year, Palliser Campus plans to offer all of the classes which lead to the Business Certificate via distance education.
Students may apply to the Palliser Campus day program to complete the two year diploma if entrance requirements are met.

The program can lead to a diploma in Business with specialties in Accountancy, Administration, Marketing, Human Resources and Financial Services.

The Palliser Campus Human Resource Certificate Program is comprised of the following classes:

Certificate: ADMN 220 HR 120 HR 230 HR 231 HR 232 HR 233
BCOM 120 BCOM 121

Plus two of:

COMP 120 MKTG 120 ECON 120 LAW 220 STAT 120 OR ACCT 122

Plus two of:

HR 234 HR 235 HR 236 HR 255

Human Resource Advanced Certificate:

NOTE: Candidates must possess a minimum of 2 years post-secondary training (Degree, Diploma or equivalent)

ADMN 220 HR 230 HR 231 HR 233
Plus two of: HR 234 HR 235 HR 236

PREREQUISITES

There are no prerequisites to these classes other than those identified in the course descriptions; however, admission to a business diploma program on campus requires Grade 12 with Algebra or assessment under the adult admissions policy. It is important to note that the work in most of these classes is based upon a knowledge level consistent with these requirements.

Also, an individual must complete the first level of a class before he/she takes the second level, i.e. Accounting, Communications.

EXAMS
Exams for all classes are written at the student's chosen SCN site (site chosen when student originally applies). All exams are supervised. On-line courses may have exams written in an on-line format. Please check with the course instructor for clarification.

Exams are graded and the final marks are posted on the SIAST CAMPUS PIPELINE WEBSITE. Exams themselves are not normally returned to the students in order to maintain academic integrity. Please read carefully the last page of this document regarding exam deferrals and supplemental.

PLEASE NOTE THAT PALLISER CAMPUS RESERVES THE RIGHT TO CHANGE PUBLISHED EXAM DATES AND TIMES.

VIDEO TAPES/DVD's (For Televised Courses)
Palliser Campus will provide back up video tapes/DVD only for sites that have not received a program due to technical problems or for student packages with defective tapes/DVD's. E-Learning sites are permitted to video tape our programs for the use of class participants, as long as they are erased within a one-month period.

Important note: Students taking courses where video tapes/DVD's are provided will **NOT** have their final marks released until these tapes/DVD's are returned to Palliser. Students are responsible for the cost of returning the tapes/DVD's to Palliser. These video tapes/DVD's remain the property of Palliser Campus and must be returned to the school should a student withdraw from a class. Students should be sure to clearly identify from where and from whom the videotapes/DVD are being returned.
These courses are offered through a combination of SCN televised sessions and independent home study using video or DVD, print packages and/or Internet.

SCHEDULE
ACCT 122 – INTRO. FINANCIAL ACCOUNTING I
Sept. 4 - Dec. 11 Tuesdays @ 4-6:50 p.m.
Exams: Oct. 23 & Dec. 11
Live Sessions: Sept. 4, Oct. 9, Nov. 6, 27
Tuition: $311 + books and materials

BCOM 120 – BUSINESS COMMUNICATIONS I
Sept. 11 - Dec. 18 Tuesdays @ 4-6:50 p.m.
Exams: Oct. 30 & Dec. 18
Live Sessions: Sept. 11, Oct. 16, Nov. 13, Dec. 4
Tuition: $311 + books and materials

COMP 120 - INFORMATION SYSTEMS I
Sept. 5 – Dec. 12 Wednesdays @ 4-6:50 p.m.
Exams: Oct. 24 & Dec. 12
Live Sessions: Sept. 5, Oct. 10, Nov. 7, 28
Tuition: $338 + books and materials

FIN 120 - MATHEMATICS OF FINANCE
Sept. 12 – Dec. 19 Wednesdays @ 4-6:50 p.m.
Exams: Oct. 31 & Dec.19
Live Sessions: Sept. 12, Oct. 17, Nov. 14, Dec. 5
Tuition: $311+ books and materials

ADMN 126 – INTRO. TO MANAGEMENT
Sept. 10 - Dec. 17 Mondays @ 7-9:50 p.m.
Exams: Oct. 29 & Dec. 17
Live Sessions: Sept. 10, Oct. 15, No. 12, Dec. 3
Tuition: $311 + books and materials

ADMN 220 – ORGANIZATIONAL BEHAVIOUR
Sept. 6 - Dec. 13 Thursdays @ 4-6:50 p.m.
Exams: Oct. 25 & Dec. 13
Live Sessions: Sept. 6, Oct. 11, Nov. 8, 29
Tuition: $338 + books and materials

HR234 – EMPLOYEE RELATIONS & SUPPORT
Sept. 13 – Dec. 20 Thursdays @ 4-6:50pm
Exams: Nov. 1 & Dec. 20
Live Sessions: Sept. 13, Oct. 18, Nov. 15, Dec. 6
Tuition: $338 + books and materials

ECON 120 - MICRO ECONOMICS
Sept. 17 – Dec. 17 Mondays @ 7-9:50 p.m.
Exams: Nov. 5 & Dec. 20
Live Sessions: Sept. 17, Oct. 22, Nov. 19, Dec .10
Tuition: $311+ books and materials

WINTER 2007 SCN/HOME STUDY:

These courses are offered through a combination of SCN televised sessions and independent home study using video or DVD, print packages and/or Internet.

ACCT 125 - INTRO. TO FINANCIAL ACCOUNTING II
Jan. 14 - April 21 Mondays @ 7-9:50 p.m.
Exams: Mar. 3 & Apr. 21
Live Sessions: Jan. 14, Feb. 18, Mar. 17, Apr. 7
Tuition: $311 + books and materials

BCOM 121 - BUSINESS COMMUNICATIONS II
Jan. 10 - April 17 Thursdays @ 4-6:50 p.m.
Exams: Mar. 6 & Apr. 17
Live Sessions: Jan. 10, Feb. 21, Mar. 13, Apr. 3
Tuition: $311 + books and materials

NOTE : If a student registers for both Modules A & B at the same time, the combined tuition fee may vary.

2007-2008 Televised

ACCT 122 - INTRO. TO FINANCIAL ACCOUNTING I
Jan. 21 - April 21 @ Mondays 7-9:45 p.m.
Exams: Mar. 3 & April 21
Live Session: Jan. 21
Tuition: $311 + books and materials

BCOM 120 - BUSINESS COMMUNICATIONS I
Jan. 15 - April 15 Tuesdays @4-6:50 p.m.
Exams: Mar. 4 & April 15
Live Session: Jan 15
Tuition: $311 + books and materials

ECON 121 - MACRO ECONOMICS
Jan. 2 – Apr 9 Wednesdays @ 4-6:50 p.m.
Exams: Feb. 20 & Apr. 9
Live Sessions: Jan. 2, Feb. 6, Mar. 5, 26
Tuition: $311+ books and material

HR 120 - INTRO. TO HUMAN RESOURCE MGMT.
Jan. 7 - April 14 Mondays @ 7-9:50 p.m.
Exams: Feb. 25 & Apr. 14
Live Sessions: Jan. 7, Feb. 11, Mar. 10, 31
Tuition: $311 + books and materials

HR 231 – COMPENSATION & BENEFITS
Jan. 3 - April 10 Thursdays @ 7-9:50 p.m.
Exams: Feb. 21 & Apr. 10
Live Sessions: Jan. 3, Feb. 7, Mar. 6, 27
Tuition: $338 + books and materials

HR 232 – TRAINING & DEVELOPMENT
Jan. 10 - April 17 Thursdays @ 7-9:50 p.m.
Exams: Feb. 28 & Apr. 17
Live Sessions: Jan. 10, Feb. 14, Mar. 13, Apr. 3
Tuition: $338 + books and materials

HR 236 – ORGANIZATIONAL EFFECTIVENESS
Jan. 9- April 16 Wednesdays @ 4-6:50 p.m.
Exams: Feb. 27 & Apr. 16
Live Sessions: Jan. 9, Feb. 13, Mar. 12, Apr. 2
Tuition: $338 + books and materials

STAT 120 - STATISTICS
Jan. 8 – Apr. 15 Tuesdays @ 4-6:50 p.m.
Exams: Feb. 26 & Apr. 15
Live Sessions: Jan. 8, Feb. 12, Mar. 11, Apr. 1
Tuition: $311 + books and materials

SPRING 2007 - SCN/HOME STUDY:
These courses are offered through a combination of SCN televised sessions and independent home study using video or DVD, print packages and/or Internet.

ACCT 125 – INTRO. TO FINANCIAL ACCOUNTING II
Apr. 28 – June 30 Mondays @ 4:00-6:50 p.m.
Exams: June 2 & June 30
Live Session: Apr. 28, May 26, Jun. 23
Tuition: $311 + books/materials

HR 230 - STAFFING
Apr. 23 – June 25 Wednesdays @ 7-9:50 p.m.
Exams: May 28 & June 25
Live Sessions: Apr. 23, May 21, June 18
Tuition: $338 + books and materials

LAW 220 – COMMERCIAL LAW
Apr. 22 – Jun. 24 Tuesdays @ 7-9:50 p.m.
Exams: May 27 & June 24
Live Session: Apr. 22, May 20, Jun. 17
Tuition: $338 + books and materials

HR 235 – COLLECTIVE BARGAINING
Apr. 24 – Jun. 26 Thursdays @ 7-9:50 p.m.
Exams: May 29 & June 26
Live Sessions: Apr. 24, May 22, Jun. 19
Tuition: $338 + books and materials

MKTG 120 – Marketing
Apr. 22 – Jun. 24 Tuesdays @ 4-6:50 p.m.
Exams: May 27, Jun. 24
Live Sessions: Apr. 22, May 20, Jun. 17
Tuition: $311 + books and materials

BCOM 121 – BUSINESS COMMUNICATIONS II
Apr. 28 – Jun 30 Mondays @ 7-9:50 p.m.
Exams: June 2 & June 30
Live Session: Apr. 28, May 26, Jun. 23
Tuition: $311 + books and materials

HR 233 – LABOUR RELATIONS
Apr. 23 – June 25 Wednesdays @ 4-6:50 p.m.
Exams: May 28 & June 25
Live Sessions: Apr. 23, May 21, Jun 18
Tuition: $338+ books and materials

SASKATCHEWAN INSTITUTE OF APPLIED SCIENCE AND TECHNOLOGY
PALLISER CAMPUS
BUSINESS EXTENSION CERTIFICATE PROGRAM COURSES (ACP/BCP/HRCP)
EXAM POLICIES

Supplemental Exams

A supplemental examination may be written only if a final course mark is from **50% to 59% inclusive**. The supplemental examination will be written within 60 days of receipt of marks for any course failed. The maximum mark obtainable on a supplemental examination is **60%.** The supplemental exam will be comprehensive on all material covered in that course. Request to write a supplemental examination along with an examination fee of $50 (subject to change) must be sent by the student to Registration Services, Palliser Campus, within 30 days of posting of marks. For distance delivery courses, send the request to the distance education extension consultant at Palliser Campus.

Exam Deferral

Examinations are an integral part of student evaluation. You are **expected** to make arrangements to ensure you write the exams on the scheduled dates. For distance delivery courses, you are expected to write your exams in your registered location. In exceptional circumstances (i.e. illness, family emergency), exams may be deferred.

Requests for examination deferral must be in writing and contain full details to support the request. These requests must be received by the program head/distance education extension consultant, Palliser Campus, at least 14 days prior to the scheduled examination date. Requests for reasons of medical or pressing necessity, where 14 days notice is not possible, should be done by telephone to the program head/distance education extension consultant at Palliser Campus, extension education consultant at the delivery campus, or the instructor. The request should be followed up in writing to the program head/distance education extension consultant at Palliser Campus.

In exceptional circumstances for face-to-face lecture courses (**excluding distance delivery)**, if arrangements can be made, midterm exams may be deferred up to six days after the scheduled midterm date. If a deferred midterm exam is not granted, a comprehensive final examination will be written on the scheduled final examination date for the course. The regular midterm and final exams will be replaced with a comprehensive final exam. Midterm exam deferrals are **not available** for distance delivered courses, comprehensive final exams **must** be written.

If a final exam deferral is approved, a replacement examination will be rescheduled to a date **later** than the scheduled final examination date.

You will be notified of the outcome of the request. Approval is at the discretion of the program head/distance education consultant, Palliser Campus. The deferral fee is $50 (subject to change). This fee may be waived for reasons of medical or pressing necessity.

Palliser Campus Program Heads/Distance Delivery Extension Education Consultant:

Distance Delivery (E-Learning Network/Home Study/On-Line): Jim Lind, EEC 306.694.3259; Email: lind@siast.sk.ca

Accounting Certificate/Diploma Programs: Graham Chute, PH 306.694.3308; Email: chute@siast.sk.ca

Business Certificate Program: TBA, PH

Human Resource Certificate/Advanced Certificate/Management Diploma Programs: Dan MacKay 306.694.3299; Email: mackay@siast.sk.ca

DIVISION: Business & Entrepreneurial Studies Division (Business Programs)
Established: March 6, 1996 **Last Revised: March 2006**

Post Secondary Credit Courses Available Through Alternate Delivery Modes

This manual provides basic information on courses offered via televised, on-line and multi-mode or blended courses.

More details regarding these courses as well as independent/home study and off-campus face to face course information is available directly from each institution or for a complete listings of post secondary courses available through alternate delivery modes, please check the Campus Saskatchewan course and program directory at **www.campussaskatchewan.ca**.

For a definition of the different formats, please see the "**What is the E-Learning Network and How Does it Work?"** section of this guide.

Block Schedules

Some courses and special broadcasts may be scheduled for specific weeks. Courses have been assigned a specific channel; however, please check the **On-air Schedule** to confirm daily channel assignments.

The current on-air schedule is available on the accompanying CD and can be downloaded regularly from the SCN web site at: **www.scn.ca** . The online schedule is updated regularly, typically on Fridays.

Courses are scheduled as follows (please note that the start time includes 5 or 10 minutes of colour bars).

2007 Fall (Term 1)

September to December, 2007 (January, 2008 for preK-12 courses)

MONDAY			
8:50	9:35	Computer Science 20	1
8:55	10:00	French 9	2
10:00	11:00	French 20	2
10:55	12:05	Entrepreneurship 30	2
11:00	11:50	Math C30	1
11:55	12:55	Driver Ed	1
12:55	14:00	Math B30	2
14:15	15:10	Psych 30	2
15:55	18:45	INAH 100	1
15:55	18:50	HIST 151.3	2
18:55	21:50	ADMN 126	1
18:55	22:00	NS 105.3	2
TUESDAY			
8:50	9:35	Computer Science 20	1
8:55	10:00	French 9	2
10:00	11:00	French 20	2
10:55	12:05	Entrepreneurship 30	2
11:00	11:50	Math C30	1
11:55	12:55	Driver Ed	1
12:55	14:00	Math B30	2
12:55	15:45	KHS 139	1
14:15	15:10	Psych 30	2
15:55	18:45	WMS 100	2
15:55	18:50	ACCT 122	1
15:55	18:50	BCOM 120	1
18:55	22:00	SOC 110.6	2

WEDNESDAY

8:50	9:35	Computer Science 20	1
8:55	10:00	French 9	2
10:00	11:00	French 20	2
10:55	12:05	Entrepreneurship 30	2
11:00	11:50	Math C30	1
11:55	12:55	Driver Ed	1
12:55	14:00	Math B30	2
12:55	15:45	ENG 100	1
14:15	15:10	Psych 30	2
15:55	18:45	CREE 100	2
15:55	18:50	COMP 120	1
15:55	18:50	FIN 120	1
17:00	18:50	ANTH 111.3	
18:55	21:45	PSYCH 101	1
18:55	22:00	POLS 111.3	2

THURSDAY

8:50	9:35	Computer Science 20	1
8:55	10:00	French 9	2
10:00	11:00	French 20	2
10:55	12:05	Entrepreneurship 30	2
11:00	11:50	Math C30	1
11:55	12:55	Driver Ed	1
12:00	13:00	Surviving off Campus Studies	2
12:55	14:00	Math B30	2
14:15	15:10	Psych 30	2
15:55	18:45	SW 470	2
15:55	18:50	ADMN 220	1
15:55	18:50	HR 234	1
19:05	22:00	ENG 114.3	2

FRIDAY

8:50	9:35	Computer Science 20	1
11:00	11:50	Math C30	1
11:00	12:00	Surviving off Campus Studies	2
12:55	14:00	Math B30	2

2008 Winter (Term 2)

January to April, 2008 (end of January to June for PreK-12 courses)

MONDAY

8:55	10:00	French 10	2
10:00	11:00	French 30	2
11:00	11:50	Math C30	1
11:55	12:50	Calculus 30	1
12:55	14:00	Math A30	2
12:55	15:45	Music 100	3
14:00	15:00	Creative Writing 20	2
14:15	15:10	Law 30	1
15:55	18:50	HIST 152.3	2
15:55	18:45	SOC 208	1
18:55	21:50	ACCT 125	1
18:55	21:50	HR 120	1
18:55	22:00	NS 106.3	2
15:55	18:50	ACCT 122	3

TUESDAY

8:55	10:00	French 10	2
10:00	11:00	French 30	2
11:00	11:50	Math C30	1
11:55	12:50	Calculus 30	1
12:55	14:00	Tune IN to the Arts	1
12:55	15:45	ENG 100	3
12:55	14:00	Math A30	2
14:00	15:00	Creative Writing 20	2
14:15	15:10	Law 30	1
15:55	18:50	BCOM 120	1
15:55	18:50	STATS 120	1
18:55	21:45	HJ 201	1
18:55	22:00	SOC 110.6	2

WEDNESDAY

8:55	10:00	French 10	2
10:00	11:00	French 30	2
11:00	11:50	Math C30	1
11:55	12:50	Calculus 30	1
12:55	15:45	ENG 110	3
12:55	14:00	Math A30	2
14:00	15:00	Creative Writing 20	2
14:15	15:10	Law 30	1
15:55	18:45	CREE 101	2
15:55	18:50	ECON 121	1
15:55	18:50	HR 236	1
17:00	18:50	ARCH 112.3	
18:55	22:00	POLS 112.3	2
18:55	21:45	PSYCH 102	1

THURSDAY

8:55	10:00	French 10	2
10:00	11:00	French 30	2
11:00	11:50	Math C30	1
11:55	12:50	Calculus 30	1
12:05	12:55	Surviving off Campus Studies	2
12:55	14:00	Math A30	2
12:55	14:00	Artist on the Air	3
14:00	15:00	Creative Writing 20	2
14:15	15:10	Law 30	1
15:55	18:50	BCOM 121	1
15:55	18:45	KHS 168	2
18:55	21:50	HR 231	1
18:55	21:50	HR 232	1
19:05	22:00	ENG 113.3	2

FRIDAY

11:00	11:50	Math C30	1
11:00	12:00	Surviving off Campus Studies	3
14:00	15:00	Creative Writing 20	2
12:55	14:00	Math A30	2
11:00	11:50	Math C30	1

Spring 2008 (Term 3) Post Secondary

April 22 – June 30, 2008

Monday

15:55	18:50	ACCT 125
18:55	21:50	BCOM 121

Tuesday

15:55	18:50	MKTG 120
18:55	21:50	LAW 220

Wednesday

15:55	18:50	HR 233
18:55	21:50	HR 230

Thursday

18:55	21:50	HR 235

On-Air Schedules

Following is the 2007-08 schedule of on air courses for Aug.30 to Sept. 7,2007. The full 2007-08 schedule of on air courses is available on the accompanying CD. The schedule is current as of July 19, 2007. Changes to dates & times **will** occur throughout the school year. For the most up to date schedule see the SCN website at www.scn.ca/elearning/classschedule.php.

Changes to the schedule are generally made on Friday so that the most current version can be printed on each Monday morning.

Saskatchewan Learning

Televised and Audio-conferencing Schedule for Saskatchewan's E-Learning Network

Program	Start	End	Length	Channel	Origin	Type	Note	Changed
Thursday, August 30								
Computer Science 20	08:50	09:35	0:45	Learn1	Campbell	K-12	First Broadcast	
Site Coordinator Training	08:50	12:00	3:10	Learn3	U of R	LRN Event	Special Broadcast	
French 9	08:55	10:00	1:05	Learn2	Viscount	K-12	First Broadcast	
French 20	10:00	11:00	1:00	Learn2	Viscount	K-12	First Broadcast	
Math C30 (Fall)	11:00	11:50	0:50	Learn1	Campbell	K-12	First Broadcast	
Entrepreneurship 30	11:00	12:50	1:50	Learn2	Swift Current	K-12	First Broadcast	
Math B30	12:55	14:00	1:05	Learn2	Viscount	K-12	First Broadcast	
Psych 30	14:15	15:10	0:55	Learn2	Campbell	K-12	First Broadcast	
Friday, August 31								
Computer Science 20	08:50	09:35	0:45	Learn1	Campbell	K-12		
Math C30 (Fall)	11:00	11:50	0:50	Learn1	Campbell	K-12		
Entrepreneurship 30	11:00	12:50	1:50	Learn2	Swift Current	K-12		
Math B30	12:55	14:00	1:05	Learn2	Viscount	K-12		
Psych 30	14:15	15:10	0:55	Learn2	Campbell	K-12		

Saskatchewan Learning

Televised and Audio-conferencing Schedule for Saskatchewan's E-Learning Network

SCN

Program	Start	End	Length	Channel	Origin	Type	Note	Changed
Monday, September 03								
Computer Science 20	08:50	09:35	0:45		Campbell	K-12	No Broadcast	
French 9	08:55	10:00	1:05		Viscount	K-12	No Broadcast	
French 20	10:00	11:00	1:00		Viscount	K-12	No Broadcast	
Math C30 (Fall)	11:00	11:50	0:50		Campbell	K-12	No Broadcast	
Entrepreneurship 30	11:00	12:50	1:50		Swift Current	K-12	No Broadcast	
Math B30	12:55	14:00	1:05	Learn2	Viscount	K-12	No Broadcast	
Psych 30	14:15	15:10	0:55		Campbell	K-12	No Broadcast	
Tuesday, September 04								
Computer Science 20	08:50	09:35	0:45	Learn1	Campbell	K-12		
French 9	08:55	10:00	1:05	Learn2	Viscount	K-12		
French 20	10:00	11:00	1:00	Learn2	Viscount	K-12		
Math C30 (Fall)	11:00	11:50	0:50	Learn1	Campbell	K-12		
Entrepreneurship 30	11:00	12:50	1:50	Learn2	Swift Current	K-12		
Math B30	12:55	14:00	1:05	Learn2	Viscount	K-12		
KHS 139	12:55	15:45	2:50	Learn1	U of R	PS	First Broadcast	
Psych 30	14:15	15:10	0:55	Learn2	Campbell	K-12		
WMS 100	15:55	18:45	2:50	Learn2	U of R	PS		
ACCT 122 (Fall)	15:55	18:50	2:55	Learn1	Palliser	PS	Live	
Wednesday, September 05								
Computer Science 20	08:50	09:35	0:45	Learn1	Campbell	K-12		
French 9	08:55	10:00	1:05	Learn2	Viscount	K-12		
French 20	10:00	11:00	1:00	Learn2	Viscount	K-12		
Math C30 (Fall)	11:00	11:50	0:50	Learn1	Campbell	K-12		
Entrepreneurship 30	11:00	12:50	1:50	Learn2	Swift Current	K-12		
Math B30	12:55	14:00	1:05	Learn2	Viscount	K-12		
ENG 100 (Fall)	12:55	15:45	2:50	Learn1	FNUC (U of R)	PS	1st Class	
Psych 30	14:15	15:10	0:55	Learn2	Campbell	K-12		
CREE 100	15:55	18:45	2:50	Learn2	FNUC (U of R)	PS	1st Class	
COMP 120	15:55	18:50	2:55	Learn1	Palliser	PS	Live	
ANTH 111.3	17:00	18:50	1:50		U of S	PS	1st Audio Conf.	
PSYCH 101	18:55	21:45	2:50	Learn1	U of R	PS	First Broadcast	
POLS 111.3	18:55	22:00	3:05	Learn2	U of S	PS	1st Class	
Thursday, September 06								
Computer Science 20	08:50	09:35	0:45	Learn1	Campbell	K-12		
French 9	08:55	10:00	1:05	Learn2	Viscount	K-12		
French 20	10:00	11:00	1:00	Learn2	Viscount	K-12		
Math C30 (Fall)	11:00	11:50	0:50	Learn1	Campbell	K-12		
Entrepreneurship 30	11:00	12:50	1:50	Learn2	Swift Current	K-12		
Surviving off Campus	12:00	13:00	1:00	Learn3	Northlands			
Math B30	12:55	14:00	1:05	Learn2	Viscount	K-12		
Psych 30	14:15	15:10	0:55	Learn2	Campbell	K-12		
ADMN 220	15:55	18:50	2:55	Learn1	Palliser	PS	Live	
ENG 114.3	18:55	22:00	3:05	Learn2	U of S	PS	1st Class	Jul. 16
Friday, September 07								
Computer Science 20	08:50	09:35	0:45	Learn1	Campbell	K-12		
Math C30 (Fall)	11:00	11:50	0:50	Learn1	Campbell	K-12		
Surviving off Campus	11:00	12:00	1:00	Learn3	Northlands			
Math B30	12:55	14:00	1:05	Learn2	Viscount	K-12		

Saskatchewan
Learning

Request to Add and/or Delete Televised Courses

Date: _____

Site: _____

Contact: _____

Please fill in the appropriate blanks and fax the completed form to:

Copies sent: please check (√)

_____ Programmer responsible for the course

_____ Programmer affected by the decision

_____ Your regional college head office

_____ SCN (Fax: 306.787.0496)

_____ Network Services (Fax: 306.787.6054)

Course(s) to be added:

_____

_____

_____

Course(s) to be deleted:

_____

_____

_____

Program Statistics for Special Programs

From: (Site Coordinator) _____

(Distance Learning Site) _____

To: Network Services
E-Learning Network
Phone: 787.8123 Fax: 787.6054

Please record the name and date of the program, and the number of participants attending the program at your site. This information is only required for "special" programs (broadcasts other than high school, university and SIAST credit courses).

Please fax the completed form to Network Services on the next business day following program delivery.

Program Title: _____

Date of Program: _____

Number of Participants: _____

Comments: _____

_____

_____

(Please use this section to record any concerns about this program and/or the process, or any suggestions to assist with future broadcasts of this type)

Request to Become a Post Secondary E-Learning Receive Site

Date:
To: Regional College
Address
City/Prov/PC

From: Centre
Address
City/Prov/PC

Please accept this letter as a request to have _____ (school, community centre, etc.), located in _____ (city, town, first nation) approved to receive post-secondary courses from the University of Regina, University of Saskatchewan, the First Nations University of Canada and SIAST.

In requesting this approval, it is understood that the site will be responsible for:

- all capital, equipment and training costs;
- equipment acquisition, installation, maintenance and repair which includes:
  - at minimum a 33" TV; a VCR/DVD; fax and telephone access within the classroom; installation of a satellite dish; installation of other receive equipment (purchased from SCN); wiring; and other associated equipment.
  - participating in the SCN site maintenance program.
- telephone charges (installation, rental, equipment, long distance);
- any rental or other charges for school access or classroom use, and all other operating costs which includes:
  - mail and courier; travel; utility; paper and supplies; VCR/DVR tapes and other incidental costs.
  - wages for supervisor/coordinator and/or site attendant(s).

If approved as a post-secondary receive site, the site will:

- provide the regional college with the:
  - identification of a one person as a supervisor/coordinator of the site;
  - identification of one or more individuals who will act as site attendants;
  - names, addresses, and phone numbers of the above individuals;
  - hours of operation of the centre and the work schedule of the coordinator and attendant(s);
- ensure the site is open and the equipment is tuned and operational at least 10 minutes prior to each planned session; troubleshoot any problems, and notify the college of any problems that arise;
- provide access and support as required by the college to students/ participants involved in courses or special programming.

Thank you for consideration of this request. Please contact me at _____ to discuss this further.

Sincerely,

_____
Authorized Representative

c.c. Myrna Martyniuk, Director
Network Services, Curriculum and E-Learning Branch
Saskatchewan Learning
3rd floor, 2220 College Avenue
REGINA SK S4P 4V9

Special Program Site Booking Request

Date: **August 1, 2004** Channel: **LEARN 1**

Program Name: **Site Coordinator Training**

Programmer: **Network Services, E-Learning**

Broadcast Studio: **UofR**

Program Date: **Tuesday, August 31**

On-Air Times: **09:00 - 13:00**

Colour Bars: **8:50**

Fax sent by: **Brenda** Phone: **787-8123** Fax: **787-6054**

Sample

Site (examples)	Yes/No	Room #	Approx. #'s	Facilitator	#
Carnduff					
Gravelbourg					
Humboldt					
Ile a la Crosse					
Imperial					
La Ronge					
Lloydminster					
Maple Creek					
Meadow Lake					
Melville					
Moose Jaw					
North Battleford					
Pelican Narrows					
Prince Albert					
Regina - Campbell					
Rosetown					
Saskatoon, Kelsey					
Swift Current, High School					
Tisdale					
Wadena					
Weyburn					

The programmer has requested the following:
- a registration table
X - table and chair format (for room set-up)
- access to a fax machine during the program

Sites are able to tape this program for future reference.

CONFIRMED BY:_____ **PHONE #**_____

Saskatchewan Learning

Saskatchewan E-Learning
Satellite Network Site Information Form

SCN

Please complete/update this form and fax to: **Network Services, E-Learning**
Saskatchewan Learning
306-787-6054

If there are no changes please indicate "No Change"
If you need assistance, call E-Learning at 306-787-8123.
Mail, fax and email lists will be updated to keep you informed of programming and technical updates.

Date Updated: _____ **Site :** _____

Mailing Address : _____
Street Address (if different than above): _____
Site Location (if different than above): _____
City / Town : _____
Postal Code: _____

Office Phone Number : _____ **Office Fax Number :** _____

Type of Site : _____ **Wheel Chair Accessible?** _____
Type of Programming Offered : ☐ High School ☐ Post Secondary ☐ All

Regional College Affiliation (if appicable) : _____
Site Attendant : _____ **email:** _____
Site Coordinator : _____ **email:** _____
Senior Academic Officer : _____ **email:** _____

School Division / Community / First Nation : _____
Site Attendant/Facilitator : _____ **email:** _____
Principal : _____ **email:** _____
Director of Education : _____ **email:** _____

Site / Classroom Information:

Web Site : _____
Number of computers available for students use: _____ **Cost for computer use (Y/N):** _____
Proximity of computer(s) (if not in classroom): _____
Operating System: _____ **Browser used:** _____
Internet/Community Net connection type: _____
Desktop video conferencing Capabilities (Y/N): _____ **Video conferencing capabilities (Y/N):** _____

	Phone	Fax (if different from office)	Seating Capacity	# of Computers	Other Info
Classroom #1					
Classroom #2					
Classroom #3					

Room #1 Details : _____
Room #2 Details : _____
Room #3 Details : _____

Comments :